

Account Name	Charter Authorizer
Alliance Cindy and Bill Simon Technology High School	Los Angeles Unified School District (LAUSD)
Alliance Collins Family College-Ready High School	Los Angeles Unified School District (LAUSD)
Alliance Judy Ivie Burton Technology High School	Los Angeles Unified School District (LAUSD)
Alliance Marine-Innovation and Technology 6-12 Complex	Los Angeles Unified School District (LAUSD)
Alliance Tennenbaum Family Technology High School	Los Angeles Unified School District (LAUSD)
Ánimo Jefferson Middle School	Los Angeles Unified School District (LAUSD)
Ánimo Westside Middle School	Los Angeles Unified School District (LAUSD)
Ararat Charter School	Los Angeles Unified School District (LAUSD)
Aspire Firestone Academy	Los Angeles Unified School District (LAUSD)
Aspire Gateway Academy	Los Angeles Unified School District (LAUSD)
Aspire Pacific Academy	Los Angeles Unified School District (LAUSD)
Camino Nuevo Academy - Kayne Siart	Los Angeles Unified School District (LAUSD)
Camino Nuevo Charter Academy - Burlington	Los Angeles Unified School District (LAUSD)
Camino Nuevo Elementary #3 Castellanos	Los Angeles Unified School District (LAUSD)
Celerity Nascent Charter School	Los Angeles Unified School District (LAUSD)
Celerity Octavia	Los Angeles Unified School District (LAUSD)
CHAMPS - Charter High School of Arts	Los Angeles Unified School District (LAUSD)
Citizens of the World Charter Hollywood	Los Angeles Unified School District (LAUSD)
City Charter School	Los Angeles Unified School District (LAUSD)
Collegiate Charter High School	Los Angeles Unified School District (LAUSD)
Crown Preparatory Academy	Los Angeles Unified School District (LAUSD)
Ingenium Charter School	Los Angeles Unified School District (LAUSD)
James Jordan Middle School	Los Angeles Unified School District (LAUSD)
KIPP Comienza Community Prep	Los Angeles Unified School District (LAUSD)
KIPP Empower Academy	Los Angeles Unified School District (LAUSD)
KIPP Ignite Academy	Los Angeles Unified School District (LAUSD)
KIPP Promesa Prep	Los Angeles Unified School District (LAUSD)
Larchmont Charter School	Los Angeles Unified School District (LAUSD)
Libertas College Preparatory Charter School	Los Angeles Unified School District (LAUSD)
Los Angeles Academy of Arts and Enterprise	Los Angeles Unified School District (LAUSD)
Magnolia Science Academy #8 - Bell	Los Angeles Unified School District (LAUSD)
New Village Girls Academy	Los Angeles Unified School District (LAUSD)
Our Community Charter School	Los Angeles Unified School District (LAUSD)
Palisades Charter High School	Los Angeles Unified School District (LAUSD)
Para Los Ninos - Evelyn Gratts Primary Center	Los Angeles Unified School District (LAUSD)
Public Policy Charter School	Los Angeles Unified School District (LAUSD)
PUC CALS Middle and Early College High	Los Angeles Unified School District (LAUSD)
PUC Lakeview Charter High School	Los Angeles Unified School District (LAUSD)
TEACH Academy of Technologies	Los Angeles Unified School District (LAUSD)
University Prep Value High School	Los Angeles Unified School District (LAUSD)
USC East College Prep	Los Angeles Unified School District (LAUSD)
Valley Charter Elementary	Los Angeles Unified School District (LAUSD)

Valley Charter Middle School	Los Angeles Unified School District (LAUSD)
Vista Charter Middle School	Los Angeles Unified School District (LAUSD)
YPI Valley Charter High School	Los Angeles Unified School District (LAUSD)
iLead Charter	Acton-Agua Dulce Unified School District
Desert Sands	Antelope Valley Union High School District
Academia Avance	California State Board of Education
Today's Fresh Start - Compton 2015	Compton Unified School District
Opportunities for Learning - Duarte	Duarte Unified School District
Ánimo Inglewood Charter High School	Inglewood Unified School District
Children of Promise Preparatory	Inglewood Unified School District
Life Source International Charter School	Lancaster Elementary School District
Century Community Charter School	Lennox Elementary
Santa Clarita Valley International Charter School	William S. Hart Union High School District

Customer: New Los Angeles Charter School

Fiscal Year: 2018-19

Type: Procurement Review

SubType: Formal Procurement (IFB & RFP)

Vendor: Revolution Foods

Question Group: **Solicitation - General**

USDA Question:

Was cost/price analysis conducted to estimate the cost of goods or services prior to soliciting [2 CFR, Section 200.323]?

In compliance with Federal Regulations: NO

Error:

The Operator stated that cost/price analysis was not conducted to estimate the cost of goods or services prior to soliciting.

Technical Assistance:

The Operator shall amend its written Procurement Procedures to mandate cost/price analysis be conducted to estimate the cost of goods or services prior to soliciting.

Question Group: **Solicitation - Competitive**

USDA Question:

Did the Invitation for Bid (IFB) or Request for Proposal (RFP): Include the requirement for contract award to the lowest responsive and responsible bidder or bid/offer most advantageous to the program with price and other factors considered (Price as the primary factor) [2 CFR, sections 200.320(c)(2)(iv) and 200.320(d)(4)]?

In compliance with Federal Regulations: NO

Error:

The IFB/RFP is out of compliance with 2 CFR, Section 200.320(c)(2)(iv) or 200.320(d)(4) because it did not include the requirement to award contract to the lowest responsive and responsible bidder or bid/offer most advantageous to the program with price as the primary factor.

Technical Assistance:

The program operator shall amend its written Procurement Procedures to mandate the inclusion of the requirement for the contract to be awarded to the lowest responsive and responsible bidder or bid/offer most advantageous to the program with price and other factors considered in the IFB/RFP.

USDA Question:

Did the Invitation for Bid (IFB) or Request for Proposal (RFP): Provide adequate time provided for bidders to respond prior to the bid opening date [2 CFR, Section 200.320(c)(2)(i)]?

In compliance with Federal Regulations: NO

Error:

The RFP did not provide adequate time for bidders to respond prior to the bid opening date. Only one day existed between the end of advertising (8/31/16) and the bid opening date (9/2/16).

Technical Assistance:

The Operator must amend its Procurement Procedures to ensure that the program operator will provide adequate time for qualified sources to submit their bids or proposals. [2 CFR, Section 200.320(c)(2)(i) or 200.319(a)(1)]

USDA Question:

Did the Invitation for Bid or Request for Proposal include the following clauses, as applicable: Byrd Anti-Lobbying Amendment [31 U.S.C. 1352] [2 CFR, Appendix II to Part 200(i)] (For contracts worth \$100,000 or more)?

In compliance with Federal Regulations: NO

Error:

The Request for Proposal does not include the Byrd Anti-Lobbying Amendment.

Technical Assistance:

The Operator must amend its existing contract to include the Byrd Anti-Lobbying certificate. In addition, the Operator shall amend its written Procurement Procedures to ensure future IFBs/RFPs will include for Byrd Anti-Lobbying provision. [2 CFR, Appendix II to Part 200]

USDA Question:

Did the Invitation for Bid or Request for Proposal include all requirements regarding Buy American provision including [7 CFR, sections 210.21(d) and 220.16(d)/FNS Policy Memo SP 38-2017] a requirement to document the use of a non-domestic food exception when competition reveals the cost of domestic food is significantly higher than non-domestic food?

In compliance with Federal Regulations: NO

Error:

The Request for Proposal does not include all requirements regarding the Buy American provision including a requirement to document the use of a non-domestic food exception when competition reveals the cost of domestic food is significantly higher than non-domestic food.

Technical Assistance:

The Operator must amend its existing contract to include implementation of the Buy America Provision exception. In addition, the Operator shall amend its written Procurement Procedures to mandate the inclusion of a requirement to document the use of a non-domestic food exception when competition reveals the cost of domestic food is significantly higher than non-domestic food in all of its future IFB/RFPs.

USDA Question:

Did the Invitation for Bid or Request for Proposal include all processing requirements regarding Buy American provision including [7 CFR, sections 210.21(d) and 220.16(d)/FNS Policy Memo SP 38-2017] a requirement to document the use of a non-domestic alternative food due to the domestic food not produced or manufactured in sufficient and reasonable available quantities of a satisfactory quality?

In compliance with Federal Regulations: NO

Error:

The Request for Proposal does not include all processing requirements regarding Buy American provision including a requirement to document the use of a non-domestic alternative food due to the domestic food not produced or manufactured in sufficient and reasonable available quantities of a satisfactory quality.

Technical Assistance:

The Operator must amend its existing contract to include the implementation of the Buy America Provision exception. In addition, the Operator shall amend its written Procurement Procedures to mandate the inclusion of a requirement to document the use of a non-domestic food exception when competition reveals the cost of domestic food is significantly higher than non-domestic food in all of its future IFB/RFPs.

Question Group: Contract Management

USDA Question:

Did the contract include the following clauses, as applicable: Debarment and Suspension [Executive Orders 12549 and 12689)(2 CFR, Section 200.213 and 2 CFR, Appendix II to Part 200(I) (All contracts)]

In compliance with Federal Regulations: NO

Error:

The awarded contract is out of compliance with 2 <i>CFR</i>, Appendix II to Part 200 due to failure to include the Debarment and Suspension provision.

Technical Assistance:

The program operator must amend its current contract to include the Debarment and Suspension clause. In addition, the program operator shall amend its written Procurement Procedures to ensure all future contracts will include the Debarment and Suspension provision. [2 <i>CFR</i>, Appendix II to Part 200]

USDA Question:

Did the contract include the following clauses, as applicable: Byrd Anti-Lobbying Amendment [31 U.S.C. 1352] (For contracts worth \$100,000 or more) 2 CFR, Appendix II to Part 200 (j)]

In compliance with Federal Regulations: NO

Error:

The awarded contract is out of compliance with 2 <i>CFR</i>, Appendix II to Part 200 due to failure to include the Byrd Anti-Lobbying provision in the contract.

Technical Assistance:

The program operator must amend its current contract to include the Byrd Anti-Lobbying provision. In addition, the program operator shall amend its written Procurement Procedures to ensure its future awarded contract will include the Byrd Anti-Lobbying provision. [2 <i>CFR</i>, Appendix II to Part 200]

USDA Question:

Did the contract have the Buy American provision [7 CFR, sections 210.21(d) and 220.16(d)/FNS Policy Memo SP 38-2017]?

In compliance with Federal Regulations: NO

Error:

The contract did not include the Buy American provision [7 CFR, sections 210.21(d) and 220.16(d)/FNS Policy Memo SP 38-2017].

Technical Assistance:

The program operator must amend its existing contract to include Buy America provision. In addition, the program operator shall amend its written Procurement Procedures to mandate the inclusion of Buy American Provision in all of its future contracts.

USDA Question:

Did the contract include all requirements regarding Buy American provision including [7 CFR, sections 210.21(d) and 220.16(d)/FNS Policy Memo SP 38-2017] a requirement to document the use of a non-domestic food exception when competition reveals the cost of domestic food is significantly higher than non-domestic food?

In compliance with Federal Regulations: NO

Error:

The contract did not include all requirements regarding Buy American provision including [7 CFR, sections 210.21(d) and 220.16(d)/FNS Policy Memo SP 38-2017] a requirement to document the use of a non-domestic food exception when competition reveals the cost of domestic food is significantly higher than non-domestic food.

Technical Assistance:

The program operator must amend its existing contract to include implementation of the Buy America Provision exception. In addition, the program operator shall amend its written Procurement Procedures to mandate the inclusion a requirement to document the use of a non-domestic food exception when competition reveals the cost of domestic food is significantly higher than non-domestic food in all of its future contract.

USDA Question:

Did the contract include all requirements regarding Buy American provision including [7 CFR, sections 210.21(d) and 220.16(d)/FNS Policy Memo SP 38-2017] a processed foods requirement to document the use of a non-domestic alternative food due to the domestic food not produced or manufactured in sufficient and reasonable available quantities of a satisfactory quality?

In compliance with Federal Regulations: NO

Error:

The contract does not include all processing requirements regarding Buy American provision including [7 CFR, sections 210.21(d) and 220.16(d)/FNS Policy Memo SP 38-2017] a requirement to document the use of a nondomestic alternative food due to the domestic food not produced or manufactured in sufficient and reasonable available quantities of a satisfactory quality.

Technical Assistance:

The program operator must amend its existing contract to include implementation of the Buy America Provision exception. In addition, the program operator shall amend its written Procurement Procedures to mandate the inclusion a requirement to requirement to document the use of a non-domestic alternative food due to the domestic food not produced or manufactured in sufficient and reasonable available quantities of a satisfactory quality in all of its future contracts [7 CFR, sections 210.21(d) and 220.16(d)/FNS Policy Memo SP 38-2017].

ID: 03154-SN-19-CS

Customer: New Los Angeles Charter School

Fiscal Year: 2018-19

Type: Procurement Review

SubType: General Procurement Procedure

Question Group: **Procurement Procedures**

USDA Question:

Do the procurement procedure include a description of procedures for contract management, if applicable [2 CFR, Section 200.318(b)]?

In compliance with Federal Regulations: NO

Error:

The procurement procedures do not include a description of procedures for contract management.

Technical Assistance:

Revise procurement procedures to include a description of procedures for contract management. Refer to CNIPS Sample Procurement Procedures, PRU 08b.

USDA Question:

Do the Procurement Procedures include procurement records and retention policy [2 CFR, sections 200.318(i) and 200.333]?

In compliance with Federal Regulations: NO

Error:

Although the Procurement Procedures include procurement records and retention policy language, some language is missing.

Technical Assistance:

Revise the Procurement Procedures to state that records will be kept for the life of the contract, plus extensions, and three additional school years. Refer to CNIPS Procurement Procedures, PRU 08b.

Assembly Bill No. 716

CHAPTER 471

An act to amend Sections 33050, 64000, and 64001 of, to amend and renumber the heading of Part 37 (commencing with Section 64100) of, to add the heading of Part 37 (commencing with Section 64001) to, to add Part 38 (commencing with Section 65000) to, and to repeal Chapter 12 (commencing with Section 52850) of Part 28 of, Division 4 of Title 2 of, the Education Code, relating to public elementary and secondary schools.

[Approved by Governor September 18, 2018. Filed with
Secretary of State September 18, 2018.]

legislative counsel's digest

AB 716, O'Donnell. Public elementary and secondary schools: consolidated applications for funding: school plans for student achievement: schoolsite councils.

(1) Existing law establishes a system for public elementary and secondary education in this state. Under this system, local educational agencies throughout the state provide instruction to pupils in kindergarten and grades 1 to 12, inclusive, at the schoolsites operated by these agencies. Existing law also establishes a system for providing state and federal funding for public elementary and secondary schools. Existing law authorizes school districts that apply for state funding for any of numerous specified state categorical programs to submit to the State Department of Education, for approval by the State Board of Education, a single consolidated application for approval or continuance of their funding for those programs.

This bill would delete the provision authorizing the single consolidated application for state categorical programs, and instead authorize local educational agencies, as defined to include school districts, county offices of education, and charter schools, to submit to the department for approval by the state board a single consolidated application for approval or continuance of certain federal categorical programs.

(2) Existing law authorizes school districts and schools to establish school plans for categorical programs. Existing law also authorizes school districts to establish schoolsite councils and schoolsite advisory committees.

This bill would recast and revise the statutes relating to school plans and schoolsite councils. The bill would establish School Plans for Student Achievement (SPSAs), and require local educational agencies, as defined, to adopt SPSAs as a condition for receiving certain federal funds and for receiving funding for state categorical programs that are not funded through the local control funding formula. The bill would require specified data to be included in SPSAs by local educational agencies.

The bill would require schools that operate a program that requires a SPSA to establish a schoolsite council. The bill would specify requirements for the membership of schoolsite councils at elementary and secondary schools. The bill would authorize the State Board of Education to grant a waiver of any provision of the bill relating to schoolsite councils.

The bill would also make related conforming and technical changes.

The people of the State of California do enact as follows:

SECTION 1. Section 33050 of the Education Code is amended to read: 33050. (a) The governing board of a school district or a county board of education, on a districtwide or countywide basis or on behalf of one or more of its schools or programs, after a public hearing on the matter, may request the state board to waive all or part of any section of this code or any regulation adopted by the state board that implements a provision of this code that may be waived, except:

(1) Article 1 (commencing with Section 15700) and Article 2 (commencing with Section 15780) of Chapter 4 of Part 10 of Division 1 of Title 1.

(2) Chapter 6 (commencing with Section 16000) of Part 10 of Division 1 of Title 1.

(3) Chapter 12 (commencing with Section 17000), Chapter 12.5 (commencing with Section 17070.10), and Chapter 14 (commencing with Section 17085) of Part 10 of Division 1 of Title 1.

(4) Part 13 (commencing with Section 22000), Part 13.5 (commencing with Section 25900), and Part 14 (commencing with Section 26000) of Division 1 of Title 1.

(5) Section 35735.1.

(6) Paragraph (8) of subdivision (a) of Section 37220.

(7) The following provisions of Part 10.5 (commencing with Section 17210) of Division 1 of Title 1:

(A) Chapter 1 (commencing with Section 17210).

(B) Article 1 (commencing with Section 17251) to Article 6 (commencing with Section 17365), inclusive, of Chapter 3.

(C) Sections 17416 to 17429, inclusive; Sections 17459 and 17462; subdivision (a) of Section 17464; and Sections 17582 to 17590, inclusive.

(8) The following provisions of Part 24 (commencing with Section 41000) of Division 3:

(A) Sections 41000 to 41360, inclusive.

(B) Sections 41420 to 41423, inclusive.

(C) Sections 41600 to 41863, inclusive.

(D) Sections 41930 to 42850, inclusive.

(9) Sections 44504 and 44505.

(10) Article 3 (commencing with Section 44930) of Chapter 4 of Part 25 of Division 3 and regulations in Title 5 of the California Code of Regulations

adopted pursuant to Article 3 (commencing with Section 44930) of Chapter 4 of Part 25 of Division 3.

(11) Part 26 (commencing with Section 46000) of Division 4.
(12) Chapter 6 (commencing with Section 48900) and Chapter 6.5 (commencing with Section 49060) of Part 27 of Division 4.

(13) Section 51513.

(14) Section 52163.

(15) The identification and assessment criteria relating to any categorical aid program, including Sections 52164.1 and 52164.6.

(16) Sections 52165, 52166, and 52178.

(17) Section 56364.1, except that this restriction shall not prohibit the state board from approving any waiver of Section 56364.2, relating to full inclusion.

(18) Article 4 (commencing with Section 60640) of Chapter 5 of Part 33 of Division 4, relating to the California Assessment of Student Performance and Progress (CAASPP), and any other provisions of Chapter 5 (commencing with Section 60600) of Part 33 of Division 4 that establish requirements for the CAASPP.

(19) Part 38 (commencing with Section 65000) of Division 4.

(b) A request for a waiver submitted by the governing board of a school district or a county board of education pursuant to subdivision (a) shall include a written statement as to both of the following:

(1) Whether the exclusive representative of employees, if any, as provided in Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, participated in the development of the waiver.

(2) The exclusive representative's position regarding the waiver.

(c) A request for a waiver submitted pursuant to subdivision (a) relating to a regional occupational center or program established pursuant to Article 1 (commencing with Section 52300) of Chapter 9 of Part 28 of Division 4, which is operated by a joint powers entity established pursuant to Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the Government Code, shall be submitted as a joint waiver request for each participating school district and shall meet both of the following conditions:

(1) Each joint waiver request shall comply with all of the requirements of this article.

(2) The submission of a joint waiver request shall be approved by a unanimous vote of the governing board of the joint powers agency.

SEC. 2. Chapter 12 (commencing with Section 52850) of Part 28 of Division 4 of Title 2 of the Education Code is repealed.

SEC. 3. Section 64000 of the Education Code is amended to read:

64000. (a) For purposes of this part, Part 37 (commencing with Section 64001), and Part 38 (commencing with Section 65000), a local educational agency is defined as a county office of education, school district, or charter school.

(b) Each local educational agency that elects to apply for funds under this part may submit to the department for approval by the state board a

single consolidated application for approval or continuance of those federal categorical programs subject to this part.

(c) This part shall apply to applications for funds under the following programs:

(1) Federal funds provided to the state through the federal Elementary and Secondary Education Act of 1965 (ESEA) (Public Law 89-10), as amended by the federal Every Student Succeeds Act (ESSA) (Public Law 114-95). These funds exclude those congressional acts funded other than ESEA or ESSA that are provided through federal acts or grants separate from ESEA or ESSA and those ESSA funds that are allocated separately from the consolidated application process.

(2) State categorical programs that are not funded through the local control funding formula. Carryover funds from state categorical programs that have a sunset under their own provisions shall be subject to this part.

(d) The consolidated application shall include annual certifications by the school district English learner parent advisory committee, if one has been established pursuant to Section 52063, that the application was developed with the review and advice of that committee.

SEC. 4. The heading of Part 37 (commencing with Section 64001) is added to Division 4 of Title 2 of the Education Code, to read:

PART 37. SCHOOL PLANS FOR STUDENT ACHIEVEMENT

SEC. 5. Section 64001 of the Education Code is amended to read:

64001. (a) Notwithstanding any other law, as a condition of receiving funding for a program under Part 36 (commencing with Section 64000), a local educational agency shall ensure that each school of the local educational agency that operates any programs subject to Part 36 (commencing with Section 64000) consolidates any plans that are required by those programs into a single plan, unless otherwise prohibited by law. That plan shall be known as the School Plan for Student Achievement (SPSA). In the case that a plan is not required by a program subject to Part 36 (commencing with Section 64000), the governing board or body of a local educational agency may require any school that receives funding from the consolidated application to develop a SPSA.

(b) A local educational agency shall not be required to submit the SPSA to the department as part of the consolidated application.

(c) A local educational agency shall ensure, in the consolidated application, that the SPSA has been prepared in accordance with law, that schoolsite councils have developed and approved a SPSA for each school participating in programs funded through the consolidated application process, and that SPSAs were developed with the review, certification, and advice of the school English learner advisory committee, if required.

(d) The department shall monitor and review to ensure that the consolidated application and the SPSA were developed in accordance with

law and with the involvement of applicable advisory committees and schoolsite councils.

(e) Onsite school and district compliance reviews of categorical programs shall continue, and SPSAs shall be required and reviewed as part of these onsite visits and compliance reviews. The Superintendent shall monitor such compliance. To that end, the Superintendent shall develop monitoring instruments and establish the process and frequency for conducting reviews of district achievement and compliance with state and federal categorical program requirements. The state board shall review the content of these instruments for consistency with state board policy.

(f) (1) A complaint that a local educational agency has not complied with the requirements of Part 36 (commencing with Section 64000), this part, or Part 38 (commencing with Section 65000) may be filed with a local educational agency pursuant to the Uniform Complaint Procedures set forth in Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations.

(2) The department may require submission of the SPSA for any school that is the specific subject of a complaint involving any program or service subject to this part.

(3) The department may require a local educational agency to submit other data or information as may be necessary for the department to effectively administer any program subject to this part.

(g) (1) Notwithstanding any other law, the schoolsite council shall develop the content of the SPSA. SPSAs shall be reviewed in accordance with paragraph (4) of subdivision (a) of Section 52062.

(2) The development of the SPSA shall include both of the following actions:

(A) Administration of a comprehensive needs assessment pursuant to Section 1114(b)(6) of the federal Every Student Succeeds Act (Public Law 114-95) that forms the basis of the school's goals contained in the SPSA. The comprehensive needs assessment shall include an analysis of verifiable state data, consistent with all state priorities as noted in Sections 52060 and 52066, and informed by all indicators described in Section 1111(c)(4)(B) of the federal Every Student Succeeds Act, including pupil performance against state-determined long-term goals. The school may include any data voluntarily developed by districts to measure pupil outcomes. In the case that the plan is required by the local governing board or body of the local educational agency only, the local governing board or body of the local educational agency may determine the extent to which the needs assessment is applicable.

(B) Identification of the process for evaluating and monitoring the implementation of the SPSA and progress towards accomplishing the goals set forth in the SPSA.

(3) The SPSA shall include all of the following:

(A) Goals set to improve pupil outcomes, including addressing the needs of pupil groups as identified through the needs assessment in subparagraph (A) of paragraph (2).

(B) Evidence-based strategies, actions, or services.
(C) Proposed expenditures, based on the projected resource allocation from the governing board or body of the local educational agency, to address the findings of the needs assessment consistent with the state priorities, including identifying resource inequities, which may include a review of the local educational agency's budgeting, its local control and accountability plan, and school-level budgeting, if applicable.

(h) SPSAs created under this part may serve as school improvement plans required under federal law for schools identified for targeted support as described in Section 1003(e)(1)(A) of the federal Every Student Succeeds Act (Public Law 114-95) or comprehensive support as described in Section 1003(e)(1)(B) of the federal Every Student Succeeds Act, as long as the SPSAs also meet the requirements as established by the federal Elementary and Secondary Education Act of 1965 (Public Law 89-10), as amended by the federal Every Student Succeeds Act. A local educational agency may utilize the schoolsite council to meet the stakeholder requirements established in Section 1111(d)(1)(B) and Section 1111(d)(2)(B) of the federal Every Student Succeeds Act.

(i) The SPSA required by this section shall be reviewed annually and updated, including proposed expenditure of funds allocated to the school through the consolidated application and the local control and accountability plan, if any, by the schoolsite council. The SPSAs shall be reviewed and approved by the governing board or body of the local educational agency at a regularly scheduled meeting whenever there are material changes that affect the academic programs for pupils covered by programs identified in this part. If a SPSA is not approved by the governing board or body of the local educational agency, specific reasons for that action shall be communicated to the schoolsite council. Modifications to any SPSA shall be developed, recommended, and approved or disapproved by the governing board or body of the local educational agency in the same manner.

(j) Single school districts and charter schools may utilize the local control and accountability plan to serve as the SPSA, provided that the local control and accountability plan meets federal school planning requirements and the stakeholder requirements established in subdivision (a) of Section 52062.

SEC. 6. The heading of Part 37 (commencing with Section 64100) of Division 4 of Title 2 of the Education Code is amended and renumbered to read:

PART 37.5. CATEGORICAL FUNDING

SEC. 7. Part 38 (commencing with Section 65000) is added to Division 4 of Title 2 of the Education Code, to read:

PART 38. SCHOOLSITE COUNCILS

65000. (a) It is the intent of the Legislature that, to the extent possible, the members of the schoolsite council represent the composition of the school's pupil population. It is also the intent of the Legislature that, notwithstanding the size of the school, the composition of the schoolsite council ensure parity between the groups referenced in paragraphs (1) and (2) of subdivision (c).

(b) A school that operates a program that requires a School Plan for Student Achievement, pursuant to Section 64001, shall establish a schoolsite council.

(c) (1) At an elementary school, the schoolsite council shall consist of both of the following groups:

(A) The principal of the school or his or her designee; classroom teachers employed at the school, selected by classroom teachers employed at the school; and school personnel employed at the school who are not teachers, selected by school personnel employed at the school who are not teachers. The classroom teachers selected pursuant to this subparagraph shall constitute a majority of the persons selected pursuant to this subparagraph.

(B) Parents of pupils attending the school, or other members of the school community, selected by parents of pupils attending the school. The number of persons selected pursuant to this subparagraph shall equal the number of persons selected pursuant to subparagraph (A).

(2) At a secondary school, the schoolsite council shall consist of both of the following groups:

(A) The principal of the school or his or her designee; classroom teachers employed at the school, selected by classroom teachers employed at the school; and school personnel employed at the school who are not teachers, selected by school personnel employed at the school who are not teachers. The classroom teachers selected pursuant to this subparagraph shall constitute a majority of the persons selected pursuant to this subparagraph.

(B) Parents of pupils attending the school, or other members of the school community, selected by parents of pupils attending the school; and pupils attending the school, selected by pupils who are attending the school. The number of persons selected pursuant to this subparagraph shall equal the number of persons selected pursuant to subparagraph (A).

(d) An employee of a school who is also a parent or guardian of a pupil who attends a school other than the school of the parent's or guardian's employment is not disqualified by this employment from serving as a parent representative on the schoolsite council established for the school that his or her child or ward attends.

65001. (a) Schools with a common site administration may operate a shared schoolsite council if the schoolsite has a pupil population of less than 300.

(b) Up to three schools with a combined pupil population of less than 1,000 may operate a shared schoolsite council if the schools have at least one of the following characteristics:

- (1) A shared campus.
- (2) Geographic proximity to one another with similar pupil populations.
- (c) In the case of a shared schoolsite council, each elementary school shall have representation as indicated in paragraph (1) of subdivision (c) of Section 65000, and each secondary school shall have representation as indicated in paragraph (2) of subdivision (c) of Section 65000.
- (d) A school with a population of fewer than 300 pupils may operate a schoolsite council that has the representation of at least one member of each group identified in paragraph (1) of subdivision (c) of Section 65000 as long as it maintains parity with the representation of the groups referenced in paragraph (2) of subdivision (c) of Section 65000, and the local governing board or body of the local educational agency has obtained approval from its local bargaining unit, if applicable.
- (e) The state board may grant a waiver of any provision of this part to a school district or county office of education. A school district governing board or county board of education, on behalf of a schoolsite council, may request that the state board grant a waiver of any provision of this part.
- (f) The state board may adopt rules and regulations as necessary to implement the provisions of this part.

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**AFTER SCHOOL EDUCATION AND SAFETY PROGRAM (ASES)
UNIVERSAL GRANT APPLICATION
PROGRAM PLAN**

The goal of the ASES program at New LA Charter Elementary School will be to integrate with the regular school day and other Expanded Learning opportunities while providing a safe physical and emotional environment, opportunities for relationship building, and promotion of active student engagement. Once funded, the ASES program will be developed through a collaborative process that includes parents, youth, governmental agencies, such as city and county parks and recreation departments, local law enforcement, community organizations, and the private sector.

Integration

The ASES program at New LA Elementary School will be built in as an extension of the school day. ASES staff will participate in staff meetings for the school to discuss school academic issues. Student classwork will be distributed weekly to ASES staff, so that ASES staff can participate in making sure students are fulfilling classroom requirements before engaging in other activities, and adhere to the code of conduct from the regular school day.

The after school program's core philosophy will be aligned with the New LA Elementary program, and will approach student interactions in a similar way. The expectations and boundaries remain consistent from in school to after school and are enforced in a similar manner.

Program Elements

New LA Elementary School will ensure that ASES meets its mission through implementation of the following program elements:

Academic Enrichment:

In addition to receiving tutorial opportunities by classroom teachers, students who are enrolled in the New LA Elementary ASES Program will receive supplemental instruction in one or more of the core academic subjects (reading/language arts, mathematics, history and social studies, or science). Each lesson is designed to reinforce previously introduced skills.

Academic Intervention:

Students who are identified by New LA Elementary teachers will attend this program after school for 2-3 days per week. Students will receive homework help and then work on specific skills in Language Arts and mathematics. Lessons will parallel the regular school day curriculum with the goal of filling academic gaps for children who are not meeting standards.

Project Based Enrichment:

Students will participate in fun activities designed to reinforce Language Arts and math skills. Students will be exposed to teaching that is active, collaborative, and meaningful through group projects aimed at building self-esteem through cooperative groups. Projects will be intended to offer students an opportunity to expand their knowledge on a specified topic through visual and performing arts. At the conclusion of each five to seven week thematic unit, students will have an opportunity to showcase their newly found skills to teachers, parents, guardians and community members through a school-wide student showcase. Other enrichment activities may include recreation, physical fitness, and character-building activities.

Homework Assistance:

Children will have an opportunity to start/complete assigned homework in accordance with New LA grade level guidelines on appropriate homework time increments.

ELD (English Language Development)

The ELD class will be for students who have scored a 1 or 2 on the CELDT test during the regular school day.

Transportation

To ensure access to the program, transportation is provided free of charge to families that have their child(ren) enrolled in the program. Elementary students are transported daily between the elementary and middle school which departs the elementary school at 5:30 pm.

Quality Standards for Expanded Learning ASES Program At New LA Elementary School:

- 1) *Learning that is Active:* Learning and memory recall of new knowledge is strengthened through seeing, hearing, touching, and doing. After school program activities will involve students in “doing activities that allow them to be physically active, stimulate their innate curiosity, and that are hands on and project based.”
- 2) *Learning that is Collaborative:* After school programs should help students build team skills that include listening to others, supporting group-learning goals, and resolving difference and conflict.
- 3) *Learning that is Meaningful:* Learning is meaningful when students have ownership over the learning topic, the means to access their own progress, and when the learning is relevant to their own interest, experiences, and the real world in which they live. Community and cultural relevance is important to all students.
- 4) *Learning that Supports Mastery:* If students are to learn the importance and joy of mastery, they need the opportunity to learn and practice a full sequence of skills that will allow them to “really good at something”. After school activities should be explicitly sequenced and designed to promote the layering of new skills.
- 5) *Learning that Expands Horizons:* After school programs should provide learning opportunities that take students beyond their current experiences and expand their horizons. They should go beyond the walls of their facilities to increase student’s people’s knowledge of their surrounding neighborhoods and larger global community.

Goals of the ASES Program at New LA Elementary:

- Goal 1: Increase the number of students, including English Learners, who attain a minimum of proficiency or better in reading/language arts and STEM.
- Goal 2: Implement and/or expand parent and family involvement opportunities including the development and strengthening of partnership between parents, the school, and the community.
- Goal 3: Differentiate learning by increasing the exposure of 21st Century skills through integrated project based learning.

Professional Development

After school staff complete a weeklong specialized training, with a focus on philosophy and teaching approaches with students, prior to beginning the school year.

Staff participate in monthly staff development meetings with the site coordinator, to address ongoing needs.

The site coordinator provides ongoing direct support to the staff and provides weekly professional development emails.

Most staff also work at the School during the day, so they participate in the school's orientation, start-of-year training, and attend weekly/monthly school meetings, to stay informed and up-to-date on the connection between the school day and afterschool.

Outcome Measures and Evaluation

We will use the ASES grant program evaluation to look for improvements in grades, attendance, and test scores. We look at the attendance data to verify that our number of enrolled students stays high and consistent throughout the year - ensuring we are still offering a safe space for students.



February 11, 2019

5301 WASHINGTON LLC
C/O NEW LOS ANGELES CHARTER SCHOOL
1919 SOUTH BURNSIDE AVENUE
LOS ANGELES, CA 90016

Re: 5301 WASHINGTON LLC

A review of our records indicate that the following covenants are due or coming due soon. Compliance with the terms of your loan agreement requires the timely submission of information requested. Time is of the essence in the delivery of the requested items.

Please email the documents to: Covenants@CapitalImpact.org.

Be sure to include your loan number and company name (from this notice) in your email.

Covenant	Regarding	Loan #	Item Period	Due Date
QUARTERLY FINANCIAL STATEMENTS	GUARANTOR	375608700	12/30/2018	02/14/2019
Annual Certificate of Performance	EXHIBIT D	375608700	06/30/2018	12/31/2018
QUARTERLY FINANCIAL STATEMENTS	QUARTERLY FINANCIAL STATEMENT	375608700	12/30/2018	02/14/2019
Guar Audited Annual Fin Statem	GUAR AUDITED ANNUAL FIN STATEM	375608700	06/30/2018	12/31/2018
Audited Financial	AUDITED ANNUAL FINANCIAL STATEMENTS	375608700	06/30/2018	12/31/2018
QUARTERLY FINANCIAL STATEMENTS	QUARTERLY FINA STATEMENT	375608700	09/30/2018	11/15/2018
ANNUAL EDUCATION REPORT	ANNUAL TOXIC SUBSTANCES REPORT	375608700	09/30/2018	11/14/2018
ANNUAL EDUCATION REPORT	ANNUAL EDUCATION REPORT GUARANTOR	375608700	06/30/2018	10/31/2018
QUARTERLY FINANCIAL STATEMENTS	GUARANTOR	375608700	09/30/2018	11/15/2018
Compliance Certificate	SOCIAL IMPACT REPORTING GUARANTOR EXHIBIT C	375608700	06/30/2018	08/15/2018



February 11, 2019

5301 WASHINGTON LLC
C/O NEW LOS ANGELES CHARTER SCHOOL
1919 SOUTH BURNSIDE AVENUE
LOS ANGELES, CA 90016

Re: 5301 WASHINGTON LLC

*******Technical Default Notice*******

The following covenant items are in technical default of your loan agreement. Please forward the items listed below immediately to the following email address. Please be reminded that compliance with the terms of your loan agreement requires the timely submission of reporting covenant items.

Please email the documents to: Covenants@CapitalImpact.org.

Be sure to include your loan number and company name (from this notice) in your email.

Covenant	Regarding	Loan #	Item Period	Due Date
Compliance Certificate	SOCIAL IMPACT REPORTING GUARANTOR EXHIBIT C	375608700	06/30/2018	08/15/2018
ANNUAL EDUCATION REPORT	ANNUAL EDUCATION REPORT GUARANTOR	375608700	06/30/2018	10/31/2018

Compliance Form

I,

Print Name and Title

reviewed and acknowledge that I have the authority to agree on behalf of

Print your agency's name

CNIPS #

to comply with all federal and state regulations and to **correct all errors** before my next Local Agency Procurement Review. This includes, but is not limited to the following:

- Correct all identified **errors** and comply with the Procurement Procedures and Code of Conduct Document(s).
- If applicable, amend existing foodservice management company (FSMC) contract to bring it into alignment with the United States Department of Agriculture (USDA's) guidelines. Your Procurement Resources Unit FSMC analyst has been contacted regarding the needed changes to your existing FSMC contract and will work with you to facilitate the federally mandated updates.
- Ensure and implement procurement training (including but not limited to the agency's procurement procedure document, any updates on federal regulations, threshold amounts, procurement methods, etc.) for all individuals who have a role in procurement.
- The California Department of Education (CDE) acknowledges the federal regulations mandating standard record retention policy. The CDE expects retention of all necessary documents that demonstrate correction of the identified **errors** in your next Local Agency Procurement Review.
- All identified **errors** must be corrected **immediately**. Your next Local Agency Procurement Review may result in disallowance of future reimbursements and/or disallowance of contract cost(s) requiring repayment to the nonprofit school food service account from a nonfederal funding source if all identified **errors** are not corrected and your procurement does not comply with all federal, state, and local requirements.

Signature

Date



CYTRANET

CONNECTING TODAY, EMPOWERING TOMORROW

YOUR CUSTOM PROPOSAL

1400 Montlimar Drive
Suite A
Mobile, Alabama 36609
Tel: 251-308-5000
Fax: 251-308-1333
www.cytranet.com
info@cytranet.com



Cytranet is honored to be given the opportunity to present this proposal to your organization. We have reviewed and accept all the terms and conditions of the request.

Cytranet is in the business of making connections. We recognize the value of matching the right people with the right company, and we take the same approach with our communication service. There are many companies that can provide a dial-tone, but we believe that you deserve a partner that takes your agency as seriously as you do, and that starts with the right connection.

Having read and evaluated your Request for Proposal, we are confident that Cytranet cannot only meet your requirements but also exceed your expectations in multiple areas — ranging from communication infrastructure and carrier-grade quality of service to technical support and customer service. We call it Amazing Support and we look forward to delivering it to you.

We started this company to provide what we call Amazing Support to our customers, and we have spent the last ten years building a culture around that concept. We knew early on that the only way to become a leader in the Unified Communications industry is to provide the best service possible to our customers. Technical innovation features, and ancillary services are very important in this industry, and we devote a large amount of resources to R & D. We believe that innovation within the service part of our organization is equally as important. In fact, by applying the concept of Amazing Support to all parts of the business, we have been able to create a company that puts the needs of our customers ahead of anything else.

Naturally, Amazing Support means that our customer service and support departments are second to none. But we take Amazing Support much further than that. In our Infrastructure and IT department, Amazing Support means only using Tier 1 class telecommunications hardware and software from vendors including Acme Packet, Oracle, Cisco, HP and Brocade. It also means co-locating our platform in Carrier-Class data centers that are geographically protected from natural disasters, located on multiple power grids, have provided 99.999% uptime for at least five years, and served by at least ten diverse fiber providers.

Please review the pricing information we provide below. If you have any questions about this response, the company Cytranet, or the services we provide, please do not hesitate to contact me directly.

Very truly yours,

C. Chase Nelson

Director

CYTRANET



COMPANY HISTORY

Cytranet is one of the leading providers of voice, data, cloud, and managed IT services in the Southeast, as well as having a nationwide reach. Supporting over 1,000 businesses, nonprofits, and government agencies of all sizes, Cytranet is the most experienced provider of technology services in the region. Based in Mobile, AL and Phoenix, AZ, we offer single-source solutions that support the latest in Voice and IT Services. We serve our clients' local to global locations. Our technology experts design, deliver, and manage end-to-end solutions. For example phone service, fiber internet, networks, equipment, data centers, monitoring, managed Wi-Fi and support.

For over 10 years, Cytranet has provided personalized support, and we take great pride in our clients' testimonials. Our experienced staff is accredited by leading technology providers, and our on-time delivery and 24x7 support consistently earn accolades from our customers. We are focused on your success.

Cytranet specializes in a wide range of services, including tailored voice and data networks, and IT services and solutions for medium size businesses and enterprises nationwide. We are committed to providing each and every one of our clients with high quality service and support. Our unique team is incredibly friendly and can help you every step of the way in growing your business. We expertly combine our services in order to provide you with customized help and support, so you only get what you need and what you want. Our innovative approach starts with a thorough investigation of your company's needs to succeed so that we can ensure a perfect fit with you and our services.

Cytranet's clients benefit greatly when they choose to partner with us. Not only will you have more energy and time to focus on your business while we handle your voice, data, and IT needs, but you will experience happier and more productive employees, too. Let us help you open the doors to more technology so that your network will always perform to your standards and that your company will be able to outperform its competitors with ease. Rest assured knowing that your voice and data services are optimized, maintained, and protected – because guaranteeing your business's technology runs smoothly is our top priority.

CONFIRMATION OF COMPLIANCE

Cytranet is nationally recognized as a leading provider of Hosted VoIP, SIP, PRI, Video, and Unified Communications. Cytranet is also ranked #1 in reliability and customer service and is one of the fastest growing companies in the VoIP industry. Cytranet's intuitive online platform allows for an unlimited number of VoIP features, all for a single, predictable monthly price. Cytranet has reviewed all of the specifications of this request, and believes that it is truly the best provider to be able to meet all of the objectives and goals of this request.

The following products and features distinguish Cytranet Communications above all competition in the communications marketplace:

Platform Ownership. Cytranet has developed—and has full ownership and control of—our proprietary Cytranet platform and all attendant cloud architecture and software. Ownership of the Cytranet platform provides for rapid application development and extremely fast turnaround on technical support issues. It also allows for more flexible pricing, as Cytranet isn't obligated to any third-party developers. Cytranet's elite team of developers and telecommunications experts has broad experience and a deep understanding of VoIP and the underlying technologies. This pool of expertise greatly strengthens the stability of the firm.

Experienced Staff. Platform ownership ensures that Cytranet is qualified and committed to supply your organization with the technology it deserves. This capability not only includes matters of maintenance but also future systems enhancements. Cytranet has already gained recognition for developing many vertical-specific features tailored to the various segments of Cytranet's client base. These features include functionality such as Emergency Outbound Notification for K-12 school districts and Broadcast Paging for food services. Our skilled engineers are passionately dedicated to maintaining system performance for our clients. Cytranet's system is backed by an aggressive Service Level Agreement (SLA), which is included in this response.

Related Experience. Cytranet has performed many of the largest true Hosted VoIP installations currently deployed throughout the US. Cytranet has garnered impressive experience in several government deployments. These deployments differentiate Cytranet above its SMB-focused competitors. For example, Cytranet recently deployed our Hosted VoIP solution in a large MLB baseball stadium, as well as in a large hospital system with over 1,000 users.

Inclusive Pricing. Cytranet has a unique pricing strategy. Our all-inclusive pricing covers the full spectrum of both classic and advanced features in its hosted VoIP suite. Cytranet does not charge additional fees for unlimited auto-attendants, voicemail boxes, ring groups, queues, schedules, user groups, or dial-plans. Nor does Cytranet charge for features such as Virtual Fax, Call Center, Conference Bridges, et cetera. Many providers charge additional fees for many of these services or restrict the number allowed.

Industry Leading Reliability. Cytranet's up-time and reliability lead the hosted VoIP industry. Many of providers experience frequent—and often prolonged—outages, impacting telecommunications clients with serious consequences. Often such outages are caused by lack of engineering resources or lack of deep product knowledge. In contrast, the Cytranet platform has full-mesh redundancy, geographic diversity, and a skilled team of intelligent engineers dedicated to maintaining system performance for all Cytranet clients.

NOTABLES

- Cytranet's SLA's meet or exceed the **99.99%** requirement of this bid.
- Cytranet has excelled at its performance as a premier tier-level carrier; with **99.99% uptime** delivery ratio, and **99.999%** availability.
- Cytranet is satisfied and will meet the general terms and conditions set forth in the proposed RFP.
- Cytranet is considered a Small Business and Small Disadvantaged Business (SB & SDB), and is Minority Owned.
- Cytranet Support is 24X7X365. Support tickets may be submitted via phone toll-free 877-358-9390, Support@cytranet.com, live chat www.Cytranet.com.

Dedicated Fiber Internet

100mb/100mb

\$709/month - \$550 installation

250mb/250mb

\$1065/month - \$550 installation

500mb/500mb

\$1368/month - \$550 installation

600mb/600mb

\$1467/month - \$550 installation

1000mb/1000mb

\$1515/month - \$550 installation

5000mb/5000mb

\$3111/month - \$1250 installation

10000mb/10000mb

\$4353/month - \$1250 installation

IP addresses included at no charge, up to 128 block. Complex construction may require extra fees. Taxes, fees, surcharges of up to 17.5% may be assessed. Prices are per individual circuit.

Point-to-Point MPLS Fiber

1000mb/1000mb

\$1900/month - \$550 installation

10000mb/10000mb

\$2500/month - \$1250 installation

Prices are for complete circuit (both locations). Complex construction may require extra fees. Taxes, fees, surcharges of up to 17.5% may be assessed.

Voice

PRI (23ch) – Unlimited Local & LD

\$399/month - \$550 installation

Analog Line – Unlimited Local & LD

\$29.99/month - \$50 installation

Hosted Phone Seat – Unlimited Local & LD

\$29.99/month - \$50 installation

SIP Trunk Channel – Unlimited Local & LD

\$19.99/month - \$50 installation

Each line includes a single DID, additional DIDs billed \$1 each. Toll-Free numbers billed at \$0.04/minute. Taxes, fees, surcharges of up to 17.5% may be assessed.

000790

Managed Network

Gigabit Router with Integrated Firewall

\$299/month - \$349 installation

48-port Gigabit PoE+ Switch with 4 SFP ports

\$199/month - \$249 installation

802.11ac Wave 2 Cloud-Managed WiFi Access Point

\$39/month - \$149 installation

Gigabit Router with Integrated Firewall with Unlimited LTE Backup Plan

\$399/month - \$349 installation

SD-WAN Appliance with Traffic Shaping & Failover

\$199/month - \$149 installation

Managed 12-port Auto-Reboot Power Appliance

\$99/month - \$149 installation

Cable Drop CAT6 (Labor Only)

\$149 installation

Data Center/Cloud Services

42U Full Rack, 15A Power, 1000M Internet, 64 Public IPs

\$1999/month - \$599 installation

21U Half Rack, 15A Power, 1000M Internet, 64 Public IPs

\$999/month - \$399 installation

Exchange-compatible Email Mailbox with 25GB Storage

\$9.99/month - \$25 installation

Data Backup of VMware or Hyper-V Servers with 60 Day Retention

\$2/GB/month - \$999 installation

Data Backup of Files with 60 Day Retention

\$1/GB/month - \$499 installation

Web Content Filtering

DNS-Based CIPA compliant filter

\$0.09/student/month - \$499 installation

Do not write in this space.

Please read instructions before completing.

**Universal Service for Schools and Libraries
Service Provider Annual Certification Form**

(To be completed by Service Provider)

Block 1: Service Provider Information

1. Service Provider Name

Accelerated Technology Services Group LLC

2. Service Provider Identification Number (SPIN)

143051061

3. Funding Year:

July 1, 2018 through June 30, 2019

4. Contact Name

Chase Nelson

5. Complete Mailing Address of Contact Person

**Street Address, P.O. Box or Route Number
1400A Montlimar Dr**

Mobile

AL 36609

City

State Zip Code

6. Telephone Number with Area Code

251-308-5000

7. Fax Number with Area Code

251-308-1333

8. Email Address

cnelson@cytranet.com

Block 2: Certification

I declare under penalty of perjury that the foregoing is true and correct: I am authorized to submit this Service Provider Annual Certification Form on behalf of the above-named Service Provider, which has been assigned the above-referenced Service Provider Identification Number, and that based on information known to me or provided to me by employees responsible for the data being submitted, I hereby certify that the data set forth in this Form has been examined and reviewed and is true, accurate and complete. I acknowledge that any false statement on this Form or on the Service Provider Invoice Form (FCC Form 474) can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. § 502, 503 (b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001, and that any such false statement could subject this Service Provider to liability under the False Claims Act.

9. I certify that the Service Provider Invoice Forms (FCC Form 474) that are submitted by this Service Provider contain requests for universal service support for services which have been billed to the Service Provider's customers on behalf of schools, libraries, and consortia of those entities, as deemed eligible for universal service support by the fund administrator.

10. I certify that the Service Provider Invoice Forms (FCC Form 474) that are submitted by this Service Provider are based on bills or invoices issued by the Service Provider to the Service Provider's customers on behalf of schools, libraries, and consortia of those entities as deemed eligible for universal service support by the fund administrator, and exclude any charges previously invoiced to the fund administrator for which the fund administrator has not yet issued a reimbursement decision.

11. I certify that the bills or invoices issued by this Service Provider to the Billed Entity are for equipment and services eligible for universal service support by the Administrator, and exclude any charges previously invoiced to the Administrator by the Service Provider.

12. I certify that any requests for reimbursement that are sought under a Service Provider Invoice Form (FCC Form 474) for discounts for products or services that contain both eligible and ineligible components are properly allocated as required by the Commission's rules at 47 C.F.R. § 54.504(e).

13. I certify that the invoices that are submitted by this Service Provider to the Billed Entity for reimbursement pursuant to Billed Entity Applicant Reimbursement Forms (FCC Form 472) are accurate and represent payments from the Billed Entity to the Service Provider for equipment and services provided pursuant to E-rate program rules.

Internet Access

The Importance of Being Well-Connected

Internet Designed for Enterprises

Enterprise businesses today require the most reliable, scalable and cost efficient way to connect to the public Internet.

Cytranet delivers enterprise grade internet services over a wide range of access options, features and price points to fit your business needs.

Flexibility to Meet Your Needs

Terrestrial and wireless options:

- Ethernet – 10Mb, 100Mb, 1Gb, 10Gb
- Cable/DOCSIS
- Fiber to the Internet (FTTI)
- TDM (T1 & NxT1)
- DSL
- 4G LTE Wireless

Serving the Distributed Enterprise

Reliable and affordable connectivity for your business locations everywhere:

- Nationwide Points of Presence
- Extensive fiber infrastructure
- Metro footprint / On-net Locations
- Private Peering with major Internet backbones
- Inter-connecting with major providers of:
 - Telecom
 - Cable
 - Fiber
 - Ethernet
 - 4G/LTE Wireless

Services

- Rapid activation intervals
- Multiple access options
- Flat rate and usage based options
- Full suite of managed security services
- 24 x 7 network monitoring management and technical support
- Industry-leading SLAs

Benefits

- Improve customer experience
- Protect your brand
- Reduce costs

Trusted Network Security

In-house security expertise with services to protect your brand.

- Premises Firewalls with SPI and IPS
- SIEM and Log Management
- IPsec VPN and Hybrid Networks
- Application Control
- Content Filtering
- PCI DSS Solutions

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Connect to Cytranet IP Services

Leverage our portfolio of IP services.

- Hosted Voice Services
- Secure WiFi & Analytics Services
- IPsec VPN and Hybrid Networks
- MPLS Networks
- Application Performance Optimization

Engineered for Enterprises

Cytranet manages for peak bandwidth utilization, and when traffic exceeds pre-set thresholds, capacity is rapidly increased to avoid congestion.

Industry leading network reliability combined with robust national infrastructure ensures low latency and jitter for reliable voice and video applications.

Comprehensive Set of Features & Options

- Managed Network Services
- Utilization monitoring via portal
- Professional Installation
- Public IP allocations to meet customer requirements
- Primary and secondary DNS registration/hosting
- Web and e-mail hosting services
- Border Gateway Protocol (BGP)
- Network Access Translation (NAT) to conserve scarce IPv4 addresses
- Network redundancy and diversity



000794

Contact us at 1-877-358-9390
www.cytranet.com



CONNECTING TODAY, EMPOWERING TOMORROW



Mission-critical performance. Affordable and scalable.

Run demanding applications

Create a foundation for dependable, lightning-fast performance. As your business evolves and new opportunities emerge, Ethernet can change with you—while providing exceptional protection and continuity across many different locations.

AT&T Switched Ethernet ServiceSM helps ensure the delivery of critical voice, data and video applications to offices around a metro area. Switched Ethernet uses fiber optic or copper technology to connect each office to AT&T's highly secure and reliable core Ethernet network.

Intelligent network management

With AT&T, you gain a managed network that helps ensure peak

performance for your most vital and delay-sensitive applications. It prioritizes data traffic, allowing the right information to arrive at the right time, giving users a richer, more immersive experience.

Continuity on your terms

Speed, performance and security are backed by AT&T's stringent service level agreements, providing the stability and continuity your business demands.

Taking you beyond the metro network

We have enhanced AT&T Switched Ethernet Service to connect your locations* in the same state or in different states.



*AT&T Switched Ethernet Service is available (where facilities permit) in the service areas of the AT&T local telephone companies in the following states: California, Nevada, Kansas, Oklahoma, Arkansas, Texas, Missouri, Wisconsin, Illinois, Indiana, Michigan, Ohio, Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina and Tennessee. Not all locations or configurations of AT&T Switched Ethernet Service ports can currently support the creation of interLATA EVCs, so this capability may not be available in all areas or for all ports.

Potential benefits

- Simplified architecture enables multiple applications on a single network
- Cost-effective scalability delivers greater return on value
- Flexibility and high performance meets changing business needs
- High reliability helps ensure business continuity

Features

- Supports 5 Mbps to 1 Gbps application performance for point-to-point, and up to 10 Gbps at any hub
- Expands business capabilities with point-to-point, point-to-multipoint or multipoint configurations
- Allows unique destinations and priority for each application or department through Virtual LAN connections
- Connects locations together as one virtual LAN and virtual private lines from remote locations to the corporate data center

For more information, contact us:
Cytranet
(251) 308-5000 • sales@cytranet.com

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CARRIER & NETWORK LIST

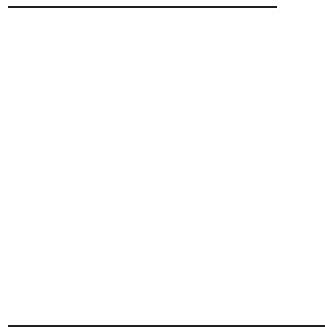
CARRIERS	
(FMT1 and FMT2)	
AT&T	
CenturyLink	
Comcast Business	
Level3	
Electric Lightwave (Optic Access)	
Paxio	
XO Communications	
Zayo (Above.net)	

INTERNET EXCHANGES	
(FMT1 and FMT2)	
SFMIX	12276
AMS-IX Bay Area	62981

Fremont 1 (FMT1)	
760 Mission Court	
Fremont CA 94539	
Company	ASN
Applios Inc	6565
Beijing Internet Institute	45275
CentralNic Ltd	60890
CentralNic Ltd	199330
Connections Hub Tech.	133194
EMnify GmbH	60044
Fire2Wire	11191
Hurricane Electric, LLC	6939
Intelishift Technologies	36685
Mother Lode Internet	20377
Netregistry Pty., Ltd.	24446
RackCorp	56038
Safe DNS, Inc.	57926
Tekify Broadband	46886
Vodafone US Inc	26641
Zinnia Networks, Inc.	11203

Fremont 2 (FMT2)	
48233 Warm Springs Blvd.	
Fremont CA 94539	
Company	ASN
Altiora LLC	395026
Amernet	4965
Arista Networks Inc	55064
Best Rate Information Tech	62662
BizFu	11893
C&B Internet Services, LLC.	30217
California Broadband Services	54648
Cat Networks Hong Kong Ltd.	393884
Cluecentral	31064
Coastside Net	19306
Conexim Australia Pty, Ltd.	132873
Console Inc.	19330
Copologic, Inc.	54333
Cyberworld Data Center Co.	132412
Eblulite	394648
EIS Group Inc (Exigen Ins. Sol.)	16830
Etherweb Network	63450
EZ Network Systems, Inc.	7412
Farsight Security, Inc	393667
Fork Networking, LLC	46841
Funke Internet Services	34764
Goruck, LLC.	26679
Heliacal Networks	33309
Heliacal Networks	198362
Heliacal Networks/McKay.com	50763
Hostrocket Com Inc.	62756
Hurricane Electric, LLC	6939
HyperDSL, Inc.	53409
Invite Networks Inc	16783
IT7 Networks, Inc.	25820
IX Reach - IIX	43531
King Servers	14576
Linode	63949
LYT Connect	394144
MHO Networks	14755
ZScaler	53813

2016 Oct 26



APPLICABLE COMPONENTS	GOAL	AVAILABILITY / REMEDY
Intra U.S.	100%	Each cumulative hour of Network Downtime qualifies Customer for credit equal to [1/720 x Customer Recurring Monthly Charges for applicable service(s)].

LATENCY

The average network delay ("Latency") will be measured via roundtrip pings on an ongoing basis every five minutes to determine an average monthly performance level for Latency at the relevant POPs.

Latency = Σ (Roundtrip Delay for relevant POP-POP trunks)/(Total Number of relevant POP-POP trunks)

APPLICABLE COMPONENTS	GOAL	LATENCY / REMEDY ^{1,2}	LATENCY / REMEDY	LATENCY / REMEDY
Intra U.S.	50 ms	51 – 60 ms = 10% of MRC	61 – 80 ms = 25% of MRC	Greater than 80 ms = 50% of MRC
Intra U.S. - Off Net	95 ms	96 – 105 ms = 10% of MRC	106 – 115 ms = 25% of MRC	Greater than 115 ms = 50% of MRC

PACKET DELIVERY

Packet Delivery will be measured on an ongoing basis every five minutes to determine an average monthly performance level for packets delivered between the relevant Intra U.S. POPs

APPLICABLE COMPONENTS	GOAL	PACKET DELIVERY / REMEDY	PACKET DELIVERY / REMEDY	PACKET DELIVERY / REMEDY
Intra U.S.	99.50 %	99.01% - 99.49% = 10% of MRC	90.00% - 99.00% = 25% of MRC	less than 90.00% = 50% of MRC

JITTER

APPLICABLE COMPONENTS	GOAL	PACKET DELIVERY / REMEDY	PACKET DELIVERY / REMEDY	PACKET DELIVERY / REMEDY
Intra U.S.	2 ms	2.1 – 3 ms = 10% of MRC	3.1 – 4 ms = 25% of MRC	Greater than 4 ms = 50% of MRC

DISTRIBUTED DENIAL OF SERVICE

A "Distributed Denial of Service" attack ("D/DoS") is characterized by an explicit attempt by attackers to prevent legitimate users of a service from using that service. Examples include attempts to (a) "flood" a network, thereby preventing legitimate network traffic; (b) disrupt connections between two machines, thereby preventing access to a service; and (c) disrupt service to a specific system or person. Not all service outages, even those that result from malicious activity, are necessarily D/DoS. Other types of attack may include a D/DoS as a mere component and may not be included in this SLA.

APPLICABLE COMPONENTS	GOAL	REMEDY
Intra U.S.	15 minutes from moment described in next column	Cytranet / Underlying Carrier's failure to implement a null route on an affected destination IP address within the Goal after Cytranet / Underlying Carrier concludes that a D/DoS is occurring, and has received permission and all necessary information from Customer to implement a null route, will qualify Customer for 1 days charges pro-rated from the applicable MRC of the Affected Port, at a maximum of one such credit per day.

INSTALLATION GOAL. For Service in the Intra U.S., Cytranet / Underlying Carrier's goal is to install related Local Access ordered under a different Cytranet / Underlying Carrier Exhibit by Customer within the following timeframes: DS-1 = 30 calendar days, DS-3 = 45 calendar days, OCn = 75 calendar days.

REMEDIES

General. Service Credit requests must be made within fifteen (15) calendar days from the date the outage occurs or date where goals for latency, packet delivery, or jitter are not met, to Cytranet at: Billing Department, accounting@cytranet.com, and must be accompanied by a Cytranet trouble ticket issued by the Cytranet Network Operations Center (NOC). A Service Credit shall be applied only to the month in which the event giving rise to the Service Credit occurred. The maximum Service Credits issued in any one calendar month shall not exceed: (a) seven days' charges pro-rated from the MRC of the Affected Service with respect to Network Port Availability, and D/DoS, collectively; or (b) fifty percent (50%) of the MRCs of the Affected Service with respect to the other SLAs. Notwithstanding anything in this Exhibit I to the contrary, under no circumstances shall the total Service Credit, in the aggregate for all Service Credits issued in one month, exceed the equivalent of fifty percent (50%) of the MRCs for the Affected Service.

Exceptions. Service Credits shall not be issued where the Service is not met as a result of: (a) the acts or omissions of Customer, its employees, contractors or agents, or End Users; (b) the failure or malfunction of equipment, applications or systems not owned or controlled by Cytranet / Underlying Carrier; (c) Force Majeure Events; (d) scheduled service maintenance, alteration, or implementation; or (e) the unavailability of required Customer personnel, including as a result of failure to provide Cytranet / Underlying Carrier with accurate and current contact information.

MAINTENANCE

Normal Maintenance. Cytranet / Underlying Carrier will endeavor to perform Normal Maintenance (or nonemergency maintenance) on the Cytranet / Underlying Carrier IP Network during pre-established maintenance hours (windows). "Normal Maintenance" refers to: (a) upgrades of hardware or software; (b) upgrades to increase capacity; or (c) other pre-scheduled network activity that may degrade the quality of the Service or cause Service interruptions. Cytranet / Underlying Carrier will use reasonable efforts to perform all Normal Maintenance on Sundays, Tuesdays and/or Thursdays between the hours of 12:00 midnight and 6:00 AM Local Time. For purposes of this SLA, "Local Time" refers to the time of day in the time zone in which an affected Service is located; provided, however, that if affected Services are located in multiple time zones, Local Time shall refer to Eastern Time. Cytranet / Underlying Carrier may change the maintenance window times upon posting to Cytranet / Underlying Carrier's website or other notice to Customer.

Urgent Maintenance. "Urgent Maintenance" refers to efforts to correct Cytranet / Underlying Carrier IP Network conditions, requiring immediate attention. Urgent Maintenance, while being conducted, may degrade the quality of Services and may result in total disruption of Service. Cytranet / Underlying Carrier may undertake Urgent Maintenance at any time that it deems necessary in its sole discretion. Cytranet / Underlying Carrier shall provide Customer notice of Urgent Maintenance as soon as is reasonably practicable under the circumstances.

MTTR

MTTR. Cytranet / Underlying Carrier's mean time to repair objectives are (i) 4 hours for SONET equipment; (ii) 12 hours for fiber optic cable (per Bellcore Standard). Cytranet / Underlying Carrier's cable cut rate objective is 4.39 cable cuts /year/1,000 sheath miles (per Bellcore Standard).



1
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Communications

verizon[®] Mosaic
NETWORK

bandwidth



EarthLink[®]



iQ[™]

inteliquest[®]

windstream

Broadvox[™]

CYTRANET
CONNECTING TODAY, EMPOWERING TOMORROW



COMCAST



ONVOY



CenturyLink

peerless Level(3)[®]
COMMUNICATIONS
network
000799



Tier-1 Carrier
Interconnections

powernetTM
Enabling you to connect.



HOSTED VOICE FEATURE LIST

- ✓ **"0" Out Queue Option** - Enables callers to exit a queue by pressing "0", and be redirected to an operator, voicemail box or other specified phone number.
- ✓ **Additional Voice Mailboxes** - This independent voicemail package with a dedicated phone number can be used by one or many employees to check and receive voicemail messages in the office or on the road. The same mailbox also supports Fax messages for no additional charge.
- ✓ **Advanced Call Forwarding** - Define your own call forwarding rules. You can forward all of your calls to another destination, or just forward calls when your line's busy, or when you don't answer. Or, you can define criteria for certain incoming calls to be redirected to specified destinations.
- ✓ **Alternate Numbers** - Use any number of alternate phone numbers in addition to your main phone number. Assign one of four distinctive ring patterns for each alternate number.
- ✓ **Anonymous Call Rejection** - Reject calls from anonymous parties. The user's phone does not ring and there is no indication of the attempted call. Callers are notified that the called party is not accepting calls from restricted callers.
- ✓ **Anywhere Calling** - Get one-number calling from any device. Your calls appear to originate from your VoIP number and all of your calls are routed through your Hosted Voice service. Make a call from any phone and it will route through your phone system, using your company's caller ID.
- ✓ **Audio Conferencing** - Host audio conferences using a dedicated phone number for on-demand audio conferencing 24 hours a day, 7 days a week. No meeting IDs or PIN numbers, just instant conference calling by dialing a dedicated phone number.
- ✓ **Auto Attendant/Enhanced Auto Attendant** - Automated receptionist that provides a personalized message to callers with options for connecting to the operator, dialing by name or extensions, or connecting up to six configurable extensions. Additionally, Auto Attendant may be configured to provide separate business and after-hours greetings. Enhanced Auto Attendant provides all the features of Auto Attendant, and the ability to transfer to submenus.
- ✓ **Busy Lamp Field** - Plays the role of an attendant console on the phone of a user monitoring several lines on their phone. Typical application is for a receptionist that can see who is on the phone.
- ✓ **Call Analytics** - Maximize your efficiency by viewing your macro and micro phone-traffic patterns. These include data such as "mean/min/max" reports and time-of-day reports for all extensions and numbers, geography-based heat maps, and downloadable CDRs. Filters can be applied that sort data by call count, time of day, call duration, caller geography, call routing information, and more.
- ✓ **Call Center** - A complete, feature-rich Call Center Solution that offers automated, intelligent call distribution. It's ideal wherever you need to manage heavy call volume including sales, customer support, and IT support.
- ✓ **Call History** - Call history can be accessed directly on the desktop handset or via the Reports tab in the web interface. Each handset include a call history of calls made, received, and missed. The portal contains call logs indicating what calls were made, how long they lasted, and which extensions were used. Users can also view outbound vs. inbound reports, toll-free and long distance usage, and location of incoming calls based on country and state. Additionally, users can search by extension, phone number, specific calls,

- specific agents, etc. Call reports are customizable and include graphs and visual guides to make information readable at a glance.
- ✓ **Call Hold** - Place a caller on hold while you transfer them or you take some time to look up an answer to a question. Callers listen to your specified hold music until you engage them again by picking up the receiver.
 - ✓ **Call Logs & Call Detail Records** - Displays records of the user's most recent incoming, missed, and outgoing calls and allows the user to click-to-dial any number on the logs.
 - ✓ **Call Monitoring** - Monitor a current call on any extension or line without call interruption or intervention.
 - ✓ **Call Park** - Hold a call and retrieve it from another phone within a group.
 - ✓ **Call Pick Up** - Enables a defined user to answer any ringing line within their pick-up group.
 - ✓ **Call Recording** - Record all inbound and outbound calls for one or more employees. The call recording feature improves call center management, customer service and training, while also helping businesses meet compliance regulations and reduce potential liabilities.
*Extra fee required
 - ✓ **Call Return** - Call the last party that called you.
 - ✓ **Call Transfer** - Transfer a call to a specific destination. The transfer can be blind, with third-party consultation or with three-way consultation. This allows you to get your customer where they need to go without forcing them back to a main menu. You can also transfer outside of your company or to any external number.
 - ✓ **Call Waiting** - Answer a call while already engaged in another call.
 - ✓ **Calling Line ID/Blocking** - Outgoing number and name can be revealed or blocked by the user.
 - ✓ **Consultation Hold** - Put a caller on hold, call a third party, hang up, and resume the conversation with the caller.
 - ✓ **Custom Hold Music** - Upload any WAV or MP3 file to become hold music.
 - ✓ **Direct Inward Dialing** - Allows users to receive calls straight to their phone from local, national, or international numbers.
 - ✓ **Directed Call Pick-up with Barge-In** - Answer (with permission) or barge-in on a call directed to another phone in the user's group. Useful for call centers.
 - ✓ **Do Not Disturb** - Set status to unavailable; all incoming calls are treated as if the user is busy.
 - ✓ **E911 service** - Local emergency operator assistance.
 - ✓ **Extension Dialing** - Call co-workers within the company, regardless of location, using only a 2- to 6-digit extension.
 - ✓ **Fax Messaging** - Incoming Fax messages use the employee number and are filed alongside voicemail. Fax messages are sent by email.
 - ✓ **Find Me/Follow Me** - A combination of Simultaneous and Sequential Ring, it allows users to define how incoming calls are routed or forwarded to individuals or groups of inbound callers, ensuring that you receive important calls whether you're at your desk, on the road, or anywhere else.
 - ✓ **Forwarding/Virtual Numbers** - Use as a basic dedicated forwarding service or as a market expansion line so that your business can enjoy a local appearance anywhere in the country.
 - ✓ **Growth Reserved Numbers** - Prepare for growth by setting aside local numbers for new employees or hunt groups.
 - ✓ **Hunt Groups** - Automatically distribute incoming calls to two or more extensions. Extensions may be dialed simultaneously or sequentially, and include options for simultaneous ringing and weighted distribution.
 - ✓ **Individual Call Logs** - View thorough data including dates, times, duration, users, extensions dialed, and the final action of both incoming and outgoing calls from every extension.
 - ✓ **Instant Group Call** - Instantly set up a conference bridge for up to 20 telephone numbers. Especially useful for an emergency or for recurring team meetings.
 - ✓ **Intercom** - You can reach any colleague in any office and announce calls, visitors, and deliver quick live voice messages from your desk

phone. When intercom is enabled, the line will allow incoming intercom messages from other lines on your PBX. The intercom feature will trigger the receiving phone to automatically answer and put your voice on speakerphone unless the receiving phone is set to "Do Not Disturb."

- ✓ **Line Status Monitoring** - Enables a user—for example, a receptionist—to monitor a set of users within a business group by graphically displaying each user's status (busy, idle, do not disturb) and detailed call information. Part of Receptionist Seat.
- ✓ **Management Portal** - Administrators have control of all users across all office locations. No need to tie up your IT department or keep telephony specialists on staff. Administrators can chat with support; manage support tickets; port phone numbers from your previous provider; order new services and phones; access calling records; and pay your bill.
- ✓ **Message Call Back** - Respond to voice messages and faxes by calling the caller/sender directly from the system, removing the inconvenience of searching for and dialing numbers.
- ✓ **Message Waiting Indicator** - A stutter tone and a visual indicator signal the receipt of a new voicemail message or fax. Appears as a light on your phone indicating that you have a new voicemail message. You can continue to use these indicators, or opt to bypass them and only manage voicemail through your email inbox. It's up to you.
- ✓ **Missed Call Indicator** - Alerts you with a blinking green light whenever you miss an incoming call. This feature is independent of the voicemail-to-email feature.
- ✓ **Paging** - Allows users to quickly reach another colleague by communicating over the two-way speakerphone without waiting for a ring. Paging is particularly useful for brief, urgent messaging or for broadcasting announcements to several colleagues (or a department) at once.
- ✓ **Robocall Blocker** – Stop automated and illegal calls.
- ✓ **Secure Voice** - Customer has the option to deploy voice devices with SRTP and SIP to provide encryption for voice traffic.
- ✓ **Selective Call Acceptance** - Accept only calls that meet user configurable criteria based on

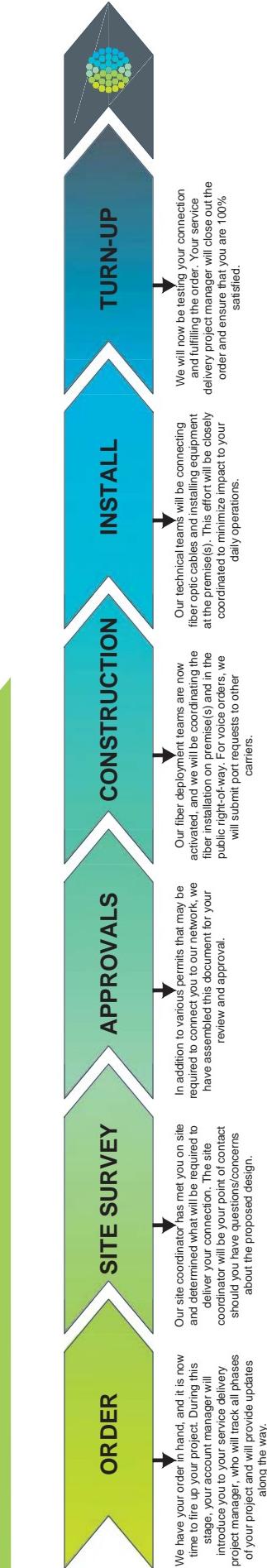
time of day, calling number, etc.

- ✓ **Selective Call Rejection** - Block calls that meet user configurable criteria based on time of day, calling number, etc.
- ✓ **Sequential Ring** - Avoid missed calls by having many phone numbers ring in a specified sequence when incoming calls meet specific criteria.
- ✓ **Shared Call Appearance** - Allows users to configure a second device for making and receiving calls with their account when they are away from their desks.
- ✓ **Simultaneous Ring** - Handle incoming calls more efficiently. Incoming calls ring up to ten phone numbers or extensions at the same time.
- ✓ **Teleworker Solution** - Enables a remote location to use an IP phone without the aid of a dedicated voice gateway.
- ✓ **Toll-Free Numbers** - Make it even easier for customers to contact you. Set incoming calls to ring to your auto-attendant, hunt group, call center, or any other extension you feel would benefit your business and your customers.
- ✓ **Vanity Telephone Numbers** - Gain mindshare with your customers with an easy to remember number like 1-800-FLOWERS.
- ✓ **Visual Voicemail** - View, play and read your voicemail and fax messages directly in your inbox. Combines Voicemail to Email which allows you to receive voicemails and faxes as email attachments and Voicemail Transcription which sends your voicemails transcribed as emails to your inbox. Faxes are included as PDF attachments.
- ✓ **Voice Messaging** - Customize personal greetings. Users can listen to, forward, delete, and save each received voice message. During playback, users can fast forward, skip, rewind, or pause messages.
- ✓ **Whisper** - One of three call monitoring modes available (see Call Monitoring, Spy Mode or Barge Mode). In this mode, a supervisor listening in on a call between a customer and an agent can speak to the agent live on the call without the customer being able to hear. This is helpful for training situations with new agents. Admins can set up permissions to decide who can monitor, giving department heads local permissions.

Service Timeline

Know what to expect before installation. You'll be kept aware of every step of the process. If there are any bumps in the road, your account manager and our service delivery team will work to make sure that the project stays on schedule. Feel free to reach out to your account manager with any questions, or if timeline dates need changing.

Doug Roberts
President, Cytranet

CUSTOMER INFORMATION

POINT OF CONTACT

SAMPLE

TELCO REQUIREMENTS

REQ.	EXIST	CUST	UF	N/A
CONDUIT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BACKBOARD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RACK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEDICATED POWER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GROUND	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

POINT OF CONTACT

SAMPLE



000803



Fiber Build Process Flow

- **Order Processing-** All project specifications are entered in our project data base. Each department assign role and responsibilities, project tracking begins at the department level.
- **Service Delivery Initial Assessment and Assignment-** Project Manager is assigned. General scope of work is reviewed with department heads.
- **Engineering-** During the Engineering stage, Engineers will determine the best (in terms of distance, economics, and strategic goals) route from the closest point of fiber backbone to the site. It will also determine if aerial, underground or a combination thereof is best. After the path has been chosen and all requirements determined, a rough sketch will go to our Computer Aided Drafting (CAD) department.
 - **Inside Plant (ISP) Site Walk** - Private property is surveyed by a Site Acquisition Coordinator. ISP's Site Walk will require access on the private property and building. Cytranet will coordinate with the Access Contact to schedule the Site Walk.
 - **Outside Plant (OSP) Right of Way Survey** - An OSP Engineer will walk the route to determine the most appropriate path from the meet point in the right of way to our existing network. Once the route is engineered, plans are sent to CAD for drafting of final plans before being submitted to the required Permitting Agencies.
- **Computer Aided Drafting (CAD)-** During this stage, plans and drawings are designed for our Construction Managers, crews and for permitting/Green Light Package submittal.
- **Permitting Stage (OSP Only)-** Request(s) for approval are sent to the appropriate permitting agencies for construction in the right of way. The timeframe it takes depends on each individual entity. Some entities are also required to do "make ready work" to prepare for Cytranet - which adds additional time to the permitting process. Third parties are involved and have their own schedule for completing prep work. Once all prep work, if required, has completed, and/or all permits are approved and received by Cytranet, the order will then move to the Construction stage and will be placed on the construction schedule.
 - Standard interval: Depends on the permitting agencies involved. Typically, between 45-120 days. The Service Delivery Project Manager will be able to provide a more specific timeframe once the specific permitting agencies are determined.
- **Green Light Package (GLP/ISP Only)-** The contents of this package represent the fiber installation proposal for the customer premise. The GLP must be returned with the property owner/manager's signature before Cytranet can begin any construction work.
 - Standard interval: ISP will send the GLP to the Order Contact as soon as the order moves out of CAD. This interval is dependent on Cytranet receiving a signed GLP from the property owner/manager.
- **Ready to Construct stage (RTC)-** When the GLP and all permits have been approved and received, the project moves to an RTC stage where it will be added to the construction schedule.
- **Physical Construction-** After the project has been placed on the construction schedule, locates are called in and all utilities marked by the appropriate entities (48 hours is the minimum wait time). This is for the purposes of Cytranet knowing where other utilities (water, gas, sewer, etc.) are to be sure they are not damaged during boring or trenching. Once locates are complete, Cytranet will start construction and will then perform all the necessary boring, trenching, conduit installation, and/or hanging of fiber along the pole line, hand holes/man holes set, fiber pull through conduit to hand hole/man hole and restoration of property to previous condition or better (if boring or trench work was needed).



1400A Montlimar Dr

Mobile, AL

36609

877-358-9390 Cytranet.com

- **Ready to Splice (RTS) stage-** Once all construction is complete, the splicing group within ISP will place the project on their splicing schedule. After fibers have been spliced into the Cytranet network, the project will be passed off to our Network Engineering team.
- **Pending Network Engineering-** During this stage, our Network Engineering department will perform circuit writing and testing. Once this is complete, your Service Delivery Project Manager will send an FOC email notification stating the anticipated date for install and circuit activation. The order will then move to our Operations and Circuit Management departments for equipment install and onsite testing.
 - Typically, FOC is set for 7 business days from the “Engineering Complete” date.
- **Pending Operations-** An install tech will complete the final equipment install and circuit testing at the customer premise. Your Service Delivery Project Manager will then send you a Circuit Completion email notification stating that the circuit is ready for use.

United States of America
United States Patent and Trademark Office

Cytronet

Reg. No. 5,191,036

Accelerated Technology Services Group, LLC (ALABAMA LIMITED LIABILITY COMPANY)

Registered Apr. 25, 2017

PO Box 81631
Mobile, AL 36689

Int. Cl.: 38

CLASS 38: Internet telephony services; Telecommunications services, namely, wireless telephony and wireless broadband communications services for the transmission of voice and data

Service Mark

FIRST USE 6-22-2014; IN COMMERCIAL 6-22-2014

THE MARK CONSISTS OF STANDARD CHARACTERS WITHOUT CLAIM TO ANY PARTICULAR FONT STYLE, SIZE OR COLOR

SER. NO. 87-181,358, FILED 09-23-2016
SIDDHARTH JAGANNATHAN, EXAMINING ATTORNEY



Michelle K. Lee

Director of the United States
Patent and Trademark Office

000806



Company ID Number: 468942

Client Company ID Number: 886994

If you have any questions, contact E-Verify at 1-888-464-4218.

Approved by:

Employer ATSG LLC	
Name (Please Type or Print) <i>Doris Roberts</i>	Title <i>President</i>
Signature <i>V. Polk</i>	Date <i>6-17-15</i>
E-Verify Employer Agent Alabama State Law Enforcement Agency	
Name (Please Type or Print) Donyelle Marshall	Title
Signature Electronically Signed	Date 06/17/2015
Department of Homeland Security – Verification Division	
Name (Please Type or Print)	Title
Signature	Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/29/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: PHONE (A/C, No. Ext): (888) 202-3007 E-MAIL ADDRESS: contact@hiscox.com	FAX (A/C, No):
Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022		INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc	NAIC # 10200
INSURED		INSURER B:	
Accelerated Technology Services Group, LLC DBA Cytralnet 1400 Montlimar Dr Suite A Mobile AL 36609		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADBL/SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		UDC-1644014-CGL-18	10/13/2018	10/13/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg. OTHER: \$
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER: \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION S					EACH OCCURRENCE \$ AGGREGATE \$ OTHER: \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE \$ OTH. ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/10/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER



Insureon (BIN Insurance Holdings LLC.)
30 N. LaSalle, 25th Floor, Chicago, IL 60602

CONTACT NAME: PHONE (A/C No. Ext): (800) 688-1984 E-MAIL: ADDRESS:	FAX (A/C No): 877-826-9067
INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: ACE American Insurance Company	22667
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED

Accelerated Technology Services Group LLC
1400A Montimar Dr, Mobile, AL, 36609

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
						PER STATUTE	OTH- ER
	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE	\$
	CLAIMS-MADE <input type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ex occurrence)	\$
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE	\$
	POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG	\$
	OTHER:						\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ex accident)	\$
	ANY AUTO <input type="checkbox"/>	SCHEDULED AUTOS				BODILY INJURY (Per person)	\$
	ALL OWNED AUTOS <input type="checkbox"/>	NON-OWNED AUTOS				BODILY INJURY (Per accident)	\$
	HIRED AUTOS <input type="checkbox"/>					PROPERTY DAMAGE (Per accident)	\$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR					EACH OCCURRENCE	\$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				PER STATUTE	OTH- ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/>	N/A				E.L. EACH ACCIDENT	\$
	(Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
A	Professional Liability (Errors and Omissions)		G46731633 001	10/8/2018	10/8/2019	Occurrence/Aggregate	\$1,000,000 / \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/2/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER



Insureon (BIN Insurance Holdings LLC.)
30 N. LaSalle, 25th Floor, Chicago, IL 60602

CONTACT NAME:	
PHONE (A/C, No. Ext.):	(800) 688-1984
FAX (A/C, No.):	877-826-9067
E-MAIL ADDRESS:	
INSURER(ES) AFFORDING COVERAGE	NAIC #
INSURER A: Travelers	25674
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED

Accelerated Technology Services Group LLC dba Cytranet
1400 Montlimar Dr, A, Mobile, AL, 36609

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL/SUBR INSD WWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE	\$	
	CLAIMS-MADE <input type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	
						MED EXP (Any one person)	\$	
						PERSONAL & ADV INJURY	\$	
	GENL AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE	\$	
	POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG	\$	
	OTHER:						\$	
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident)	\$	
	ANY AUTO					BODILY INJURY (Per person)	\$	
	ALL OWNED AUTOS	<input type="checkbox"/>	SCHEDULED AUTOS			BODILY INJURY (Per accident)	\$	
	Hired AUTOS	<input type="checkbox"/>	NON-OWNED AUTOS			PROPERTY DAMAGE (Per accident)	\$	
	UMBRELLA LIAB	<input type="checkbox"/>	OCCUR				\$	
	EXCESS LIAB	<input type="checkbox"/>	CLAIMS-MADE			EACH OCCURRENCE	\$	
	DED	<input type="checkbox"/>	RETENTION \$			AGGREGATE	\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input checked="" type="checkbox"/> Y/N <input type="checkbox"/> No	N/A	003L805107	10/2/2018	10/2/2019	✓ PER STATUTE	OTH-ER
A	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	\$ 100,000
							E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

OFFICE OF INSPECTOR GENERAL

U.S. DEPARTMENT OF HOMELAND SECURITY

Mobile, Alabama

REPORT OF A CORRUPTION RISK ASSESSMENT FOR CYTRANET T5

Location:

CYTRANET T5
1400 MONTLIMAR DRIVE
SUITE A
MOBILE, AL 36609

2018 106627

05/09/2018 12/31/2018

561110 MANAGEMENT/CONSULTING/P R SVC

Christopher P. Kelly
Acting Director, Office of Inspector General
U.S. Department of Homeland Security
Washington, D.C. 20520

006396



1060

CYTRANET T5
1400 MONTLIMAR DR STE A
MOBILE AL 36609-6518



000811

SAM Search Results
List of records matching your search for :

Record Status: Active
DUNS Number: 080549622
Functional Area: Entity Management, Performance Information

ENTITY	Accelerated Technology Services Group LLC			Status: Active
DUNS: 080549622	+4:	CAGE Code: 86GH8	DoDAAC:	
Expiration Date: Sep 26, 2019		Has Active Exclusion?: No	Debt Subject to Offset?: No	
Address: 1400 MONTLIMAR DR # A				
City: MOBILE		State/Province: ALABAMA		
ZIP Code: 36609-6513		Country: UNITED STATES		

000812



SERVICE LEVEL AGREEMENTS

IP

This SIP Service Level Agreement (“SLA”) is incorporated into the Quote executed by Cytranet and Customer for SIP Services and sets forth the specific terms and conditions under which Cytranet shall supply the SIP Services described herein to Customer. The general terms applicable to such Services are contained in the Master Terms and Conditions (“MTC”) and the Master Service Level Agreement (“MSLA”) incorporated into the Quote by reference. Capitalized terms used but not defined herein shall have the meanings set forth in the MTC and MSLA.

Terminology

These are service specific definitions. Common definitions are already defined in our Master Service Level Agreement.

- Circuit refers to a path or physical link between two points over which data is passed.
- Customer Network refers to the entire network Customer makes available to Remote Users as part of this Service. Customer Network may include many different physical locations and/or physical pieces of Equipment.
- Customer Premise/Service Address refers to the physical address (as stated in the Purchase Agreement) where the Cytranet has been requested to provide services.
- Customer Premise Equipment refers to Equipment that Cytranet has deployed at Customer Premise to enable a service.

Service Description

General

Cytranet will provide SIP service in conjunction with ported or new DID service as well as Toll Free Service. Each SIP Trunk equals one call path. Local Calling areas for SIP service will follow the out pulsed DID number and match the LEC local calling area. Service will be delivered in the form of a dedicated Cytranet Connectivity circuit(s) engineered by Cytranet, which will be dependent upon location, bandwidth and/or Services requested. Service will typically be delivered to Customer over a Connectivity circuit utilizing a Cytranet Managed Router.

The following features are included in the SIP Service:

- **Monitoring** – Cytranet performs monitoring of Service availability as a whole. If service is unavailable, Cytranet support personnel are notified immediately and will begin efforts to restore service.
- **Direct Inward Dial or DID** – An individual Direct Inward Dial phone number may be provided by Cytranet. Cytranet may either provide a new DID, or if the customer has existing local phone numbers, Cytranet will port those numbers onto the Voice platform. Cytranet cannot guarantee ability to port existing numbers. Cytranet does not allow a customer to out pulse a non-Cytranet assigned DID.

- **Directory Listing** – Cytranet will procure a listing in local phone company directories. Directory Listing may not be available for all DIDs. Customer must purchase Directory Listing through Cytranet on ported numbers; failure to do so will result in customer directory listing being cancelled (via previous provider) in printed white pages, 411 directories and online directory listing services.
- **Calling Service (Inbound/Outbound)** – Cytranet will provide access to calling plans as contracted by Customer.
 - Local – Service includes local calling area calls. NOTE: Cytranet is not authorized by the FCC to use this service as a toll by pass mechanism.
 - Domestic Outbound Long Distance – Rate stated on the Service Quote Agreement; billed in 6-second increments; no rounding on a per-call basis.
 - Domestic 800 Service – Domestic 800 services will be billed monthly at usage rates described in the Services Quote Agreement.
 - International Long Distance – International Long Distance is available based on current rate tables.
 - Directory Assistance – Directory assistance is available based on current rate tables.
 - Operator Assistance – Operator assisted calls are available based on current rate tables.
- **911 Service** – 911 Service is delivered to a Customer location via VOIP 911 Service. Customer acknowledges that it is the irresponsibility to inform any party using or any party that might use the Service of the difference between traditional 911 and this service.

Cytranet will not be responsible if 911 Service is unavailable due to the Cytranet provided equipment being tampered with or losing power.

Customer bears full responsibility for testing 911 Service after Service installation and periodically throughout the duration of Service and to notify Cytranet if any issues are noted with 911 Service.

Customer agrees to cooperatively test 911 Service and share the results of such testing at the request of Cytranet.

If Cytranet requests testing of 911 Service and does not receive confirmation within one (1) business week that such testing has been performed, then Cytranet reserves the right to dispatch a technician to perform testing of 911 Services and Customer agrees to be liable for the cost of such testing.

Cytranet reserves the right to disable Service if Customer does not cooperate with 911 testing. Service so disabled shall not qualify for SLA credit nor relieve Customer of contractual obligations of Service.

Cytranet will register all phone numbers at the street address provided based on the Service address for each phone number.

Customer agrees not to hold Cytranet liable for the result of incorrect 911 geographic location information, including but not limited to lack of emergency response, incorrect location information causing first responders to be delayed, or any other issue with 911 emergency response.

Certain features may not be compatible with 911 Service.

Cytranet reserves the right to refuse provisioning or modification of features or service if such provisioning or modification adversely affects 911 Service.

Cytranet will provide either basic 911 or E911 Service for each DID based on the serving rate center specification for that DID as specified by the North American Numbering Plan Association (NANPA).

With E911 Service, when you dial 911, the telephone number and registered address is simultaneously sent to the local emergency center assigned to that location, and emergency operators have access to the information they need to send help and call back if necessary. Customers in locations where the emergency center is not equipped to receive the telephone number and address have basic 911.

With basic 911, the local emergency operator answering the call will not have the call back number or location. Cytranet will not provide this service to areas where basic 911 or E911 Services are not available.

Additionally, Cytranet will not be held responsible for any inability for E911 Service operators to properly locate Customer due to changes to the calling line ID phone number in the Cytranet Voice Management Portal.

Cytranet will deliver a 911 call to the emergency center based on the address of record for the calling DID as recorded in the Cytranet voice management portal. The call will be delivered as basic 911 or E911 based on whether the emergency center is able to receive the enhanced information from a Voice over IP system.

As additional local emergency centers become capable of receiving enhanced information, Cytranet will automatically upgrade Customer with basic 911 to E911 Service. Cytranet will not provide notice of the upgrade.

Cytranet 911 and E911 Services are not compatible with a Customer moving their phone to a location other than the service address of record where the phone was originally installed or changing their phone number.

For locations with E911 Service, the failure of Geo-coding or address validation, will not allow Cytranet to process the error records in real time and Cytranet will use commercially reasonable efforts to resolve the records in error. There may be instances that will prevent a data integrity unit analyst from correcting errors, causing delays in provisioning the Customer's data into the 911systems.

The service is predicated on using primary wire line Public Safety Answering Point (PSAP) boundaries for routing Emergency Calls to the appropriate PSAP. The primary wire-line boundary information is collected and is entered into a database for real time queries for PSAP boundary lookup. Customer acknowledges that primary wire-line PSAP boundary data may not be available for the entire United States and that Cytranet is dependent on the PSAPs to provide such information resulting in the use of wireless PSAP boundary data to route an Emergency Call.

For locations with basic 911, the service uses wireless PSAP boundaries when a primary wire-line PSAP boundary is not available. Therefore, the 24x7x365 PSAP telephone number for a Subscriber Emergency Call may correspond to a PSAP other than the PSAP that would normally receive wire-line Emergency Calls placed from the Customer location. Customer's physical service address and call back number will not be presented to the PSAP. In the event caller cannot speak, Customer acknowledges that no information will be provided to the PSAP to contact the Customer to obtain information that could allow them to dispatch emergency services to caller's location. Each PSAP's internal processes will dictate how the call should be handled. Customer acknowledges that it is possible that the emergency

call may not be able to be delivered to the PSAP due to network and systems issues outside of Cytranets' control.

Additional fees may apply should Customer want lines other than the main line to be routed to the ECRC. In the event caller cannot speak or identify their address, Customer acknowledges that Cytranet has no further ability to assist the caller and Customer agrees to indemnify and hold harmless Cytranet from all third party claims arising from such circumstances.

- **Calling Line ID Delivery** – Calling Line ID Delivery, also known as “Caller ID” is a telephone service that transmits a caller’s telephone number to the called party’s telephone equipment during the ringing signal before the call is answered. Where available, the caller ID can also provide a name associated with the calling telephone number.

Levels and Offerings

SIP is offered at a single level of service, however, Customers can opt for the different Service Options listed below.

Availability Dependencies

The availability of Service is dependent on the existence of a suitable network transport from Cytranet to User(s). Cytranet also reserves the right to limit Service availability in the event that necessary Service Components are either unavailable or unattainable at a reasonable cost to Cytranet.

The availability of the Service is also dependent upon the following:

- It is the Customer's responsibility to ensure that all devices at Customer Premise are able to connect to Equipment and are configured properly. This includes but is not limited to Ethernet switches, Ethernet cabling, work stations, servers and operating systems.
- The availability of this service is dependent on available space, power, hardware and available network connectivity within a given data center.
- Cytranet Connectivity is required for the SIP Service.
- Director-level approval is required for SIP termination to non-Cytranet supported existing phone systems.

Limitations

Customer agrees that Cytranet is not responsible for any unauthorized access or modification of Customer's data while in electronic transmission to or from the Cytranet Data Centers. Customer also agrees that Cytranet is not responsible or liable for any content sent using, or received from, the SIP Service including that which may be illegal, obscene, defamatory, threatening, or that may infringe any trademark, copyright, or other third party intellectual property right.

- SIP Trunking local calling supports up to 2100 minutes of local usage per trunk, per calendar month. In the event that Customer traffic exceeds this limit in a given calendar month, Customer will incur a one (1) cent per minute charge for any overages.
- Fax Service is compatible with most G3 V.17 (14400baud) and V.29 (9600baud) fax machines. Service may not work reliably with Super G3V.34 fax modems. Cytranet will make reasonable efforts to ensure service works reliably with Customer's existing fax machine. Customer agrees to set their fax machine to

a slower speed, if Cytranet feels necessary. Cytranet is not responsible for any integrator costs necessary to make this change. If reliable faxing over service is deemed unfeasible by either Cytranet or by Customer, then the Customer will bear full cost of ordering and maintaining a POTS line dedicated to faxing via the local RBOC. Cytranet will not be financially liable for inability to provide reliable faxing over this product. If Cytranet is unable to provide reliable fax service over this product, Cytranet agrees to release Customer from contract liability of the one seat being used to provide services to this fax machine. Customer will continue to be liable for remainder of contracted services in such a situation.

- Toll Fraud – Cytranet does not monitor for toll fraud. All calls terminated across the Voice network will be billed at standard rates.

Cytranet will not be responsible for additional/excessive charges or overages incurred by the customer due to toll fraud, employee abuse, or improper business practices related to use of telephone services we provide, including but not limited to:

- Any customer owned equipment not managed by Cytranet that the customer has directed us to be included in their call setup/teardown paths.
- Any customer owned platform or operating system vulnerabilities or improper configuration that could allow toll fraud or improper use.
- Any misconfigured or accidental call forwarding conditions placed on customer owned equipment resulting in overages or excessive charges.
- Invalid or Unassigned Calling Numbers – In the scope of calls sent to Cytranet SBCs by customer equipment, a valid assigned customer calling number is a number that has been ported and/or activated to Cytranet SIP trunking service, assigned to the customer by Cytranet, and defined for the customer in the Cytranet SBCs. When customer equipment routes an outbound call to Cytranet SBCs, the calling number identifier headers in the SIP message should contain an assigned number in the globalized E.164 format. If Cytranet receives a call from the customer with an invalid or unassigned calling number in the SIP URI fields (From, Contact, Diversion, P-Asserted-ID, Record-Route, Route, Refer-To, Referred-By), Cytranet will overwrite that number with a pre-determined BTN (Billing Telephone Number) for that customer. It is important to note that forwarded calls will also follow this rule.
- In the case of forwarded calls, we recommend that you set the Call Manager SIP trunk “Calling Party Selection” parameter to “Last Redirect Number (External).”
- Disconnecting Existing Customer Service – It is the Customers responsibility to disconnect any service with the losing/existing service provider. Cytranet is in no way responsible for disconnecting any existing Customer service.
- Cytranet does not currently provide multiple directory listings per account.

Service Options

The following options may be added to the SIP Services. Description of Service options in no way entitles Customer to the feature, unless specified by Cytranet and Customer in the signed Quote or signed evaluation of a Service Change request. A Separate Service Agreement or Statement of Work may apply to such options and

may have additional costs associated with them. Options below may not be compatible with all variants of SIP Service.

Configuration, Staging and Shipment

Cytranet offers Configuration, staging and shipping of Customer Equipment used to terminate Service. Configuration includes configuration of Equipment to support Cytranet Service. Customers must open a ticket through Cytranet Customer Care to obtain configuration, staging and/or shipping of Customer equipment.

Cytranet reserves the right to bill Customer at current hourly rates for configuration requests that are not required to provide Service outlined herein. Shipping of equipment includes standard ground shipping. Cytranet reserves the right to bill Customer if any alternative shipping method is requested by Customer.

Equipment Management

Cytranet offers management of Customer Equipment used to terminate Service.

A Managed Voice Gateway is a physical device that is configured and managed by Cytranet Managed and Cloud services, provides a demarcation point for voice calls between the customer's SIP capable telephone system and the Cytranet Global SIP Session Border Controllers, and handles any non-standard, non-globalized E164 number addressing schemes and translations. The gateway provides a private interface route-able to/from the customer private network, and a public interface route-able to the Cytranet Global Session Border Controllers.

Local Dialing with Intra-/Inter-State Long Distance Rate

Long Distance Bundles may be purchased in additional minute blocks. Additional minutes will be charged based on rates stated in the Statement of Fees. Calls are billed in 6-second increments, no rounding on a per call basis. This service will terminate telephone calls received from the Customer telephone numbers in to the Public Switched Telephone Network (PSTN). Each call terminated will be measured in six (6) second increments for duration and charged on a usage basis at a rate specified in the contract. Calls are assigned a type from the following:

- Local
- Extended Area Service
- Intrastate-US/US
- Inter-Canada
- International

Each call type may be specified a different rate as specified in the contract. International LD call charged based on a per destination country (land-line and mobile) rate.

Service Delivery Requirements

General

It is Customer's responsibility to ensure that all Users are able to connect to the Service and are configured properly. This includes, but is not limited to, Ethernet switches, Ethernet cabling, workstations, servers, operating systems, and software.

Cytranet's ability to provide services is dependent upon Customer-provided information. Service delivery may be delayed if all information is not provided based on timelines set by the Project Manager.

Installation

Upon receipt of the signed Quote, Cytranet will setup the SIP Service as follows:

- A Project Manager will be assigned to every SIP installation. The Project Manager will contact the client once the order is received.
- If numbers are porting, a full list of telephone/DID numbers will be required by the Customer along with service addresses. A corresponding phone bill that associates to all provided porting numbers is also required.
- A Letter of Agency (LOA) will be provided to the Customer, which will allow Cytranet to port/move existing service. A separate LOA will be provided for Toll Free Service versus DID service.
- The Provisioning Department will submit the signed LOA along with a port request to our Carrier requesting a Firm Order Commitment (FOC) from the losing service provider.

Note about Porting Times: Cytranet will request porting dates and times from the losing service provider between 8:00 AM to 4:30 PM Monday through Friday Central Standard Time. We highly recommend not porting on a Friday because staffing levels for the carrier will be much less available after hours and on weekends.

- If new DIDs or Toll free numbers have been ordered, the Provisioning Department will request the numbers from our carrier. Once the assigned Numbers are received, the Provisioning Department will send a list of new numbers to the Client.
- The Project Manager will contact the client to schedule the port time once the provisioning Department has obtained an FOC date from our Carrier. Port orders are scheduled between 8:00AM–3:00 PM CST Monday –Friday on the FOC date.
- The Project Manager will coordinate with all parties involved by sending out a confirmation to the Customer, Voice Engineers, Provisioning Department and Field Engineer (if one is assigned to Customer). A conference call will be scheduled for all involved parties during the port when deemed necessary.
- On the scheduled port date the Voice Engineer, Provisioning Department, and Field Engineer will configure the SIP Trunks, add new DIDs and Toll Free numbers if applicable, and activate the port with our carrier and test numbers.

- Once all associated telephone numbers have been added/ported and tested, the Voice Engineer will submit the implementation as completed.
- For new Customers, once the port is complete, the Project Manager will send a welcome email to the Customer detailing the completion of services provided by Cytranet along with instructions on how to contact Client Care.
- Cytranet reserves the right to bill customer at current market rates for any cabling required to support service. Cytranet reserves the right to use outside cabling contractors to perform cabling work.
- Cytranet is not responsible for and will not be obligated to provide any support of or assistance in configuration, installation, administration, troubleshooting, maintenance, or repair of such customer equipment or integration of such customer equipment in to Customer's internal network. Cytranet is not responsible for and will not be obligated to provide any support of or assistance in configuration, installation, administration, troubleshooting, maintenance, or repair of any software or network application or integration of such software or hardware application in to the Customer Network. Additional managed services are available to cover customer equipment.

If additional configuration work is required due to limitations of the Customer network, Cytranet reserves the right to bill Customer at currently hourly rates for additional configuration time.

Cytranet is not responsible for, and will not be obligated to provide, any support or assistance in configuration, installation, administration, troubleshooting, maintenance, repair, or integration of customer equipment, software, or network application in to the Customer's internal network.



A Series

Enterprise WiFi that just works.

Open Mesh makes WiFi smarter and simpler.

We help create powerful, easy-to-use wireless networks that automatically spread Internet connections throughout hotels, apartments, retail stores, restaurants, small and medium-sized businesses—and just about anywhere else.

The A Series is the next evolution of smarter, simpler WiFi from Open Mesh. The A Series combines high performance with a flexible form factor for enterprise deployments almost anywhere.

With the A Series, we've taken our modular approach to WiFi one step further: not only can the A Series be deployed outside or in, it comes with a flexible installation kit that includes what you need for each mounting option.

Diverse solutions



Hospitality

Powerful, scalable cloud-managed WiFi that keeps guests coming back.



Small/medium-sized business

Secure, cost-effective staff and guest networks built for any environment.



Retail, food and beverage

Zero-touch deployment across 1 or 1,000's of locations. Compelling data and integrations.



Housing

WiFi for new and old apartments, care homes and more with less cost and complexity.

A Series Access Points

Cloud-managed wireless LAN



Open Mesh A Series access points provide robust WiFi coverage anywhere you need to share a connection.

Each access point is a cloud-managed access point, mesh gateway and repeater all in one compact, reliable, high-performance package.



Features

- Zero config, plug-and-play networking
- USB port and 2 gigabit Ethernet ports
- LED status indicator
- Self-forming, self-healing mesh
- Free cloud-based dashboard for complete management
- Free iOS and Android apps
- Hardware watchdog auto-restarts after power spikes and outages

Benefits



Simplified deployments
Simplify deployments with zero config, plug-and-play networking, automatic channel configuration and automatic meshing to extend WiFi signals to dead spots. With flexible mounting options, the same AP can be installed indoors and out: on ceilings, walls, Ethernet jacks and more, making deployment planning easy.



Intuitive management
Open Mesh is powerful enough for pros, but easy enough for almost anyone. With free, centralized cloud management, view and manage all your networks across large sites and multiple locations from a single dashboard. Create splash pages, manage bandwidth, reboot devices, block clients and more in just a few clicks.



Serious reliability
From automatic failover and safe over-the-air upgrades to a hardware watchdog chip and out-of-band management, our solution is built to reduce truck rolls so you can deploy with confidence. And with automated email alerts and scheduled maintenance windows you control, avoid disruption during critical times.



Custom Brandable
Open Mesh is ideal for MSPs, resellers and IT consultants because we make it easy to add your logo to our solution. The A Series includes a blank center tab you can swap in; get this tab molded with your logo or add a sticker to custom brand. Even CloudTrax can be branded as your own cloud solution.

Mounting Options

Universal installation



Install A Series access points indoors and out, for professional WiFi deployments anywhere.

The A Series comes with a flexible installation kit that includes what you need for each mounting option, making deployment planning and inventory management simple.



Features

- Water and dust resistant with an IP55 rating
- Mount indoors to an Ethernet jack or junction box (EU, UK, US), solid wall, solid ceiling or t-rail ceiling
- Mount outdoors to a wall or pole
- Universal installation kit included

Benefits



A perfect fit

Open Mesh makes it easy to get wireless coverage exactly where you need it. Out of the box, Open Mesh A Series access points can be installed in most indoor or outdoor locations from a t-rail ceiling or solid wall to an Ethernet jack or pole. The A Series blends in seamlessly in any office, hotel, restaurant or school.



Open Mesh Cloud Controller

Powerful network management



Say goodbye to on-site controllers and monthly fees.

Build and manage your networks across one site or thousands through the cloud. With no servers or software to install, Open Mesh is simple, yet powerful enough to meet the demands of IT professionals.

Features

- Single point of configuration for one access point or thousands
- Automatic reporting and alerts
- Usage statistics and control with client device fingerprinting
- Full captive portal/voucher system
- Free iOS and Android apps
- Zero cost license
- Full CloudTrax API (additional cost)

Benefits



Easy scalability

Whether you're managing one site or thousands, CloudTrax is built to grow with you. Because there's nothing to configure on site, adding new access points and network locations takes just seconds. Create new networks by cloning existing ones and provision new access points in just a click. CloudTrax makes it easy to get all of your networks behind a single pane of glass.



Mobile apps

CloudTrax includes free iOS and Android apps, so you can build, manage and monitor your networks while on the go. Create new networks in seconds, add new APs by simply scanning them, and swap old APs with new with zero typing or configuration. You have access to the full functionality at cloudtrax.com and can switch between mobile and desktop seamlessly.



Multiple SSIDs

CloudTrax can broadcast multiple unique networks, some public and others private. Public networks can be customized with powerful captive portal features, while private networks work seamlessly as an extension of your LAN. Each network can be uniquely named, left visible or hidden, and left open or password-protected with WPA2 encryption.



Automated alerts

Don't have time to check the network status every day? Don't worry. If any access point goes down and doesn't come back up within an hour, CloudTrax will automatically email you (and anyone else you designate). Outage alerts are easy to turn on and off, always keeping you in-the-know when it comes to the health of your wireless network.

A Series Specifications



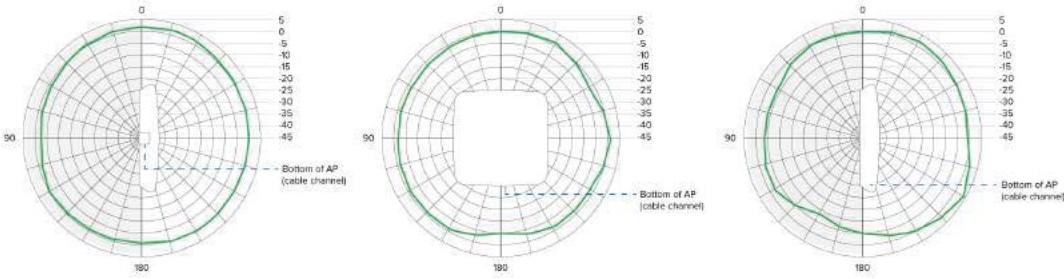
		A42	A62
Description	Universal 802.11ac Wave 2 Cloud-Managed WiFi Access Point	Universal Tri-Band 802.11ac Wave 2 Cloud-Managed WiFi Access Point	
Wireless Specifications and Capacity			
Recommended users	50–100 per AP	75–150 per AP	
Speed (rated)	300 + 867 Mbps	300 + 867 + 867 Mbps	
2.4 GHz	2 stream, 802.11 b/g/n (max rate: 300 Mbps)	2 stream, 802.11 b/g/n (max rate: 300 Mbps)	
5 GHz	2 stream, 802.11 a/b/g/n/ac (max rate: 867 Mbps) Wave 2, MU-MIMO	2 stream, 802.11 a/b/g/n/ac (max rate: 867 Mbps) + 2 stream, 802.11 a/b/g/n/ac (max rate: 867 Mbps) Wave 2, MU-MIMO	
Range (approximate)	75'–150' indoor (3–4 walls); 400'–600' outdoor		
Features			
Free cloud management	Built-in cloud management (no onsite controller/management appliance required), WPA/WPA2 Personal and Enterprise, captive portal throttling with splash pages, Facebook WiFi, SSID to VLAN tagging, user management capabilities and much more.		
Automatic firmware upgrades	Yes		
Automatic feature upgrades	Yes		
Zero config, plug and play	Yes		
Self-forming, self-healing mesh	Yes		
Seamless roaming	Yes		
Wireless LAN	4 SSIDs, bridge to LAN, bridge to VLAN (tagging), Public & Private SSIDs		
Hardware and Environmental			
Antenna	Internal: 2 dual-band	Internal: 2 dual-band, 2 single-band	
Processor	Qualcomm Dakota IPQ4018	Qualcomm Dakota IPQ4019	
Ports	2 Gigabit Ethernet, 1 USB		
Memory	256MB DRAM DDR3		
Hardware watchdog CPU	Yes		
PoE	Standard 802.3af/at or Passive 18–24V (mode A, B, A+B)		
Mounting options	Ethernet or junction box (EU, UK, US), solid wall, solid ceiling, t-rail ceiling, outdoor wall or pole (universal installation kit included)		
LEDs	Multi-color LED status indicator for easy troubleshooting		
Operating temperature	-20 to 50 C		
Indoor/outdoor rating	CE marked for indoor/outdoor use, IP55		
Size	6.5" x 6.5" x 1.2" and .85 Lbs		6.5" x 6.5" x 1.2" and .90 Lbs
Warranty	1 year		

A Series Specifications

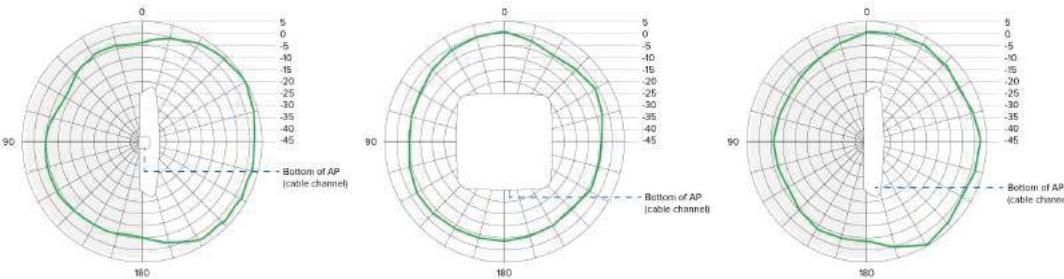


A42 Transmission Patterns

A42 2.4 GHz

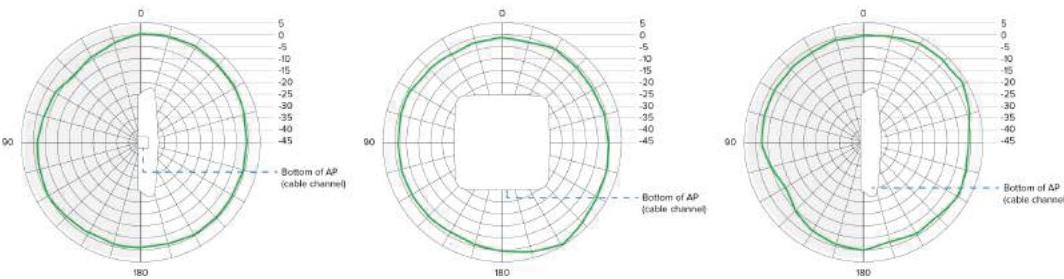


A42 5 GHz

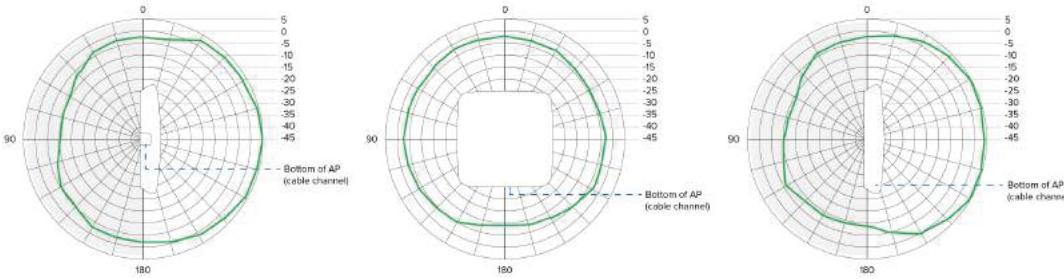


A62 Transmission Patterns

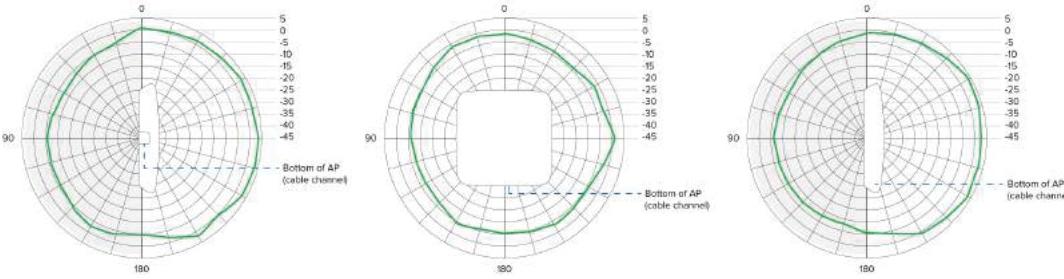
A62 2.4 GHz



A62 5 GHz (1)



A62 5 GHz (2)



000826



FULLY INTEGRATED NETWORKING...JUST ADD INTERNET

Datto delivers everything you need to build your network, packaged into a single, compact device. All you need is an Internet connection.

Built specifically for managed service providers, the Datto Networking Appliance comes fully equipped with built-in network edge routing, firewall, WiFi, intrusion detection and prevention, and fully-integrated 4G LTE failover from Verizon Wireless (no contract and no overages with standard use).

Fully-Integrated Internet Failover & Fallback

The Datto Networking Appliance features a fully integrated 4G LTE radio, meaning that when the main Internet connection goes down, the appliance detects it and automatically switches over to Verizon Wireless 4G LTE.

While the appliance operates in failover mode, it continually pings both the primary and secondary (if configured) WAN interface to determine if and when the Internet connection has been restored and is stable. When it is, the appliance seamlessly fails back to its primary Internet connection.

Cloud Management

The Datto Networking Appliance is powered by the Datto Networking cloud management system used to set-up, monitor and manage any network configuration a small to medium sized business might need.

High-Performance Edge Router

Complete with six 10/100/1000 network ports, built-in WiFi, and fully integrated 4G LTE from Verizon Wireless, the Datto Networking Appliance includes everything you need to deploy and manage a high-performance wired or wireless network.

Intrusion Detection and Prevention System

With its advanced unified threat management (UTM) system featuring intrusion detection and prevention, the Datto Networking Appliance actively monitors the network and proactively prevents cyber attacks.

Firewall

Incorporating advanced security features such as stateful packet inspection, port forwarding, DMZ host, client VPN using IPSec IKEv2 and site-to-site VPN, the Datto Networking Appliance delivers peace of mind in a world where cyber-attacks and unwanted cyber intrusions are increasingly common.

Layer 7 Deep Packet Inspection

The Datto Networking Appliance performs application (layer 7) deep packet inspection for all traffic passing through the router. This deep level of analysis enables the appliance to categorize traffic by application, and lays the groundwork for enhanced layer 7 features and capabilities.

Quality of Service - Traffic Shaping

The Datto Networking Appliance includes the ability to prioritize business critical applications, a feature commonly known as Traffic Shaping. Utilizing the simple configuration interface in the Datto Networking cloud management software, a Datto partner can identify those applications that require precedence (such as VoIP) to ensure those applications have enough bandwidth to function in an uninterrupted mode. Traffic Shaping also ensures business critical applications will continue to function, even when the Datto Networking Appliance is in failover mode. The result? Always connected networking, and uninterrupted business critical applications.

External Antenna Option

The Datto Networking Appliance comes fully equipped with three WiFi and two 4G LTE antennas. But as many networking appliances are physically located in a back room, in a closet or simply "out of the way," there are scenarios where the location of the appliance can cause interference and negatively affect the appliance's ability to connect to the LTE network. To remedy this situation, Datto provides an optional, external antenna (see price list for details). This additional antenna support creates more flexibility and options to deploy the Datto Networking Appliance, and improves connectivity, even in low signal environments.



Datto Networking Appliance

System	
DNA-VZ4	
Processor	8 Core 2.4GHz Intel Processor
RAM	8 GB DDR3
Hard Drive	32 GB Industrial Compact Flash
I/O	6 built-in 10/100/1000 Ethernet Ports 2 dedicated WAN Ports, 4 configurable VLAN Ports
WiFi	3x3 MIMO N Type 2.4/5GHz
Connectivity	Fully integrated Multi-band Cat4 Radio (LTE) Verizon Wireless only, not available outside of the U.S.
Client VPN	SSL (Open VPN), T2TP*, PPTP*
Site-to-site VPN	IPSEC.
Internet Protocol Support	IPv4, IPv6*
Firewall	Stateful Packet Inspection, Port Fowarding, 1:1 NAT*, DMZ Host
IDPS	Layer 2 Protocol Analysis (Snort), Port Scanning, Signature-based rule files, Web filtering, Whitelisting, Ad blocker
QoS	Layer 7 DPI, Traffic Shaping, Application Firewall*
Cloud Management	dna.datto.com

*Planned



DNA External Antenna(s)				
	Indoor		Outdoor	
	Wilson 304454 Window		Taoglas OMB.6912.03F21	
Type	Directional Panel		Collinear Dipole Array	
Radiation Pattern	Directional		Omnidirectional	
Band	13	4	13	4.5dB
Gain	5.2dB	10.6dB	4.5dB	2.8dB
Connector (at antenna)	N - Female		N - Female	
Environmental	N/A		-40°C to 60°C	
Operating Humidity	N/A		10% to 90% non condensing	
IP Rating	N/A		IP65	
Dimensions	8.27 x 7.09 x 1.73 inches		12.5 x 1 inches	
Mount Type	Cradle Mount		U Clip	
Included in the box	Mount Clips (10), Zipties (10)		Lightning Arrestor ANT-212-001, Mount Clips (10), Zipties (10), Coax Seal 12"	

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Datto Networking Appliance



Cable Kits						
	Kit 1		Kit 2		Kit 3	
Length	100'		50'		20'	
Band	13	4	13	4	13	4
Loss/ Attenuation	3.9dB	5.97dB	2.0dB	3.0dB	0.8dB	1.25dB
Bend Radius	1"					
Cable Diameter	10.31mm					
Connection Type	SMA - Male					
Environmental	-40°F to +185°F					
Connection (Type at DNA)	SMA - Female					

Managed Networking Services...the Datto Way

At Datto, we believe in the value of great products and an unwavering commitment to 24x7x365 customer service and support. Every Datto Networking product ships with a three-year warranty...backed by our replacement program. If you have an issue with your device, we ship you a new one before you send your damaged device back. That way users are always connected. Powerful networks, the Datto way.

For more information please contact:

Doug Roberts | Sales
Phone: 2513085000
Email: droberts@cytranet.com
Cytranet | <http://www.cytranet.com>
1400A Montlimar Dr, Mobile, AL, 36609

000829



G200

Cloud-managed routing and security, simplified.

Open Mesh makes networking smarter and simpler.

We offer a suite of cloud-managed products and services that make it easier and more cost-effective for IT professionals to manage networks across multiple locations all from a single cloud-based dashboard.

With the G200 we're completing the local networking solution. The G200 is a plug-and-play routing solution that works seamlessly with Open Mesh switches, access points and CloudTrax, Open Mesh's free cloud-based network controller that can manage an unlimited number of devices and networks around the world.

The G200, when combined with Open Mesh access points and switches, shows how simple cloud-managed networking can be.

Diverse solutions



Hospitality

Powerful, scalable cloud-managed WiFi that keeps guests coming back.



Small/medium-sized business

Secure, cost-effective staff and guest networks built for any environment.



Retail, food and beverage

Zero-touch deployment across 1 or 1,000's of locations. Compelling data and integrations.



Housing

WiFi for new and old apartments, care homes and more with less cost and complexity.

The Open Mesh G200 router provides speed and security in one device. When combined with Open Mesh WiFi access points and switches, the G200 allows IT professionals to have a single, cloud-based dashboard for the entire managed network.



Features

- Seamless integration with Open Mesh access points and switches
- Zero-touch configuration, plug-and-play networking
- Quad-core processor with integrated hardware offload engine to run deep packet inspection and QoS at line rate gigabit throughput
- Manage NAT routing, DHCP server, VPN client and point-to-point, VLAN tagging, Quality of Service rules and more
- 4 LAN ports, including 2 passive PoE ports
- Flexible connectivity with 1 SFP WAN port and 1 GigE WAN port
- 1 USB 3.0 port for future expansion
- Tri-color LED status indicator for easy troubleshooting
- Hardware watchdog to recover from unexpected states
- Free intuitive cloud management for complete control and monitoring with no licensing or monthly fees

Benefits



Seamless integration

Integrate painlessly with Open Mesh access points and switches. With a complete networking solution working seamlessly together, deploy with confidence and manage the entire network through a single dashboard. With greater visibility into your network, debugging is easy.



Cloud managed

Every G200 router includes a free lifetime license to CloudTrax. CloudTrax makes it easy to build, manage and monitor networks from anywhere. And because the G200 is managed in the cloud, it's continually getting better with frequent upgrades and new features.



Zero-touch deployment

Make remote deployments easy and scaling up worry free. Configure a router from anywhere without ever touching it. Once the router has power and Internet, it'll connect to CloudTrax to get its configuration and start reporting data. Easily deploy a single router or thousands across multiple sites.



White labeled

Open Mesh is ideal for systems integrators, resellers and IT consultants because we make it easy to add your logos to our devices. Even our cloud controller, CloudTrax, can be completely branded as your own cloud solution.* With no competing messages, your brand is the star of the show.

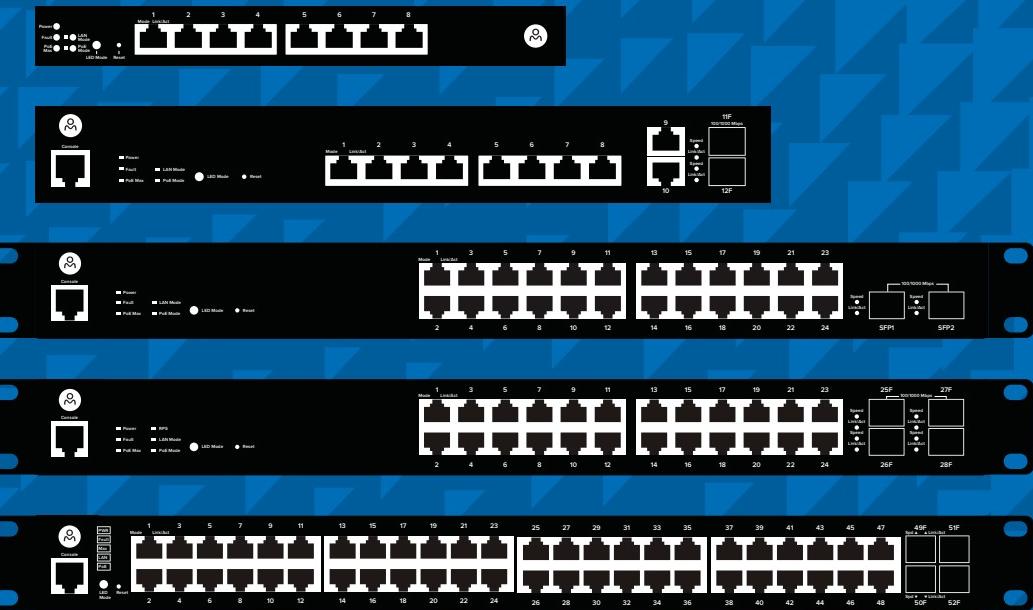
G200 Specifications



G200

Description	Cloud-Managed Gigabit Router with Integrated Firewall
Zero Config Plug & Play	Yes
Free Cloud Management, including iOS/Android Apps	Yes
Ports	4 x Gigabit Ethernet LAN ports (including 2 x 24V passive PoE) 1 x Gigabit SFP WAN port 1 x GigE WAN port 1 x USB 3.0 Host Port
Memory	4GB eMMC Flash 1GB DDR3 RAM
Processor	MT7623A Quad-Core ARM
Power Supply	Universal 24V, 60W power supply (included)
LEDs	Port LEDs, tri-color LED status indicator
Management features	NAT routing, stateful firewall, DHCP server, VPN client and point-to-point, VLAN tagging, Quality of Service and more
Performance	2+ Million Packets per second forwarding rate with full Deep Packet Inspection
Mounting options	Desktop and rack mount shelf (not included)
Operating Temperature	0°C to 40°C
Storage Temperature	-20°C to 70°C
Humidity	5% to 90% typical
Dimensions	7.9" x 4.7"
Certifications	FCC, IC, CE
Warranty	1 year





S Series

Cloud-managed switching, simplified.

Open Mesh makes networking smarter and simpler.

We help create powerful, easy-to-use networks that automatically spread Internet connections throughout hotels, apartments, retail stores, restaurants, small and medium-sized businesses—and just about anywhere else.

The Open Mesh S Series is designed to be a plug-and-play switching solution that works seamlessly with Open Mesh access points and CloudTrax, a free cloud-based network controller that can manage an unlimited number of switches, access points and networks around the world.

With the S Series, Open Mesh shows how easy, cost-effective and reliable cloud-managed networking can be.

Diverse solutions



Hospitality

Powerful, scalable cloud-managed network solutions that keep guests coming back.



Small/medium-sized business

Secure, cost-effective staff and guest networks built for any environment.



Retail, food and beverage

Zero-touch deployment across 1 or 1,000's of locations. Compelling data and integrations.



Housing

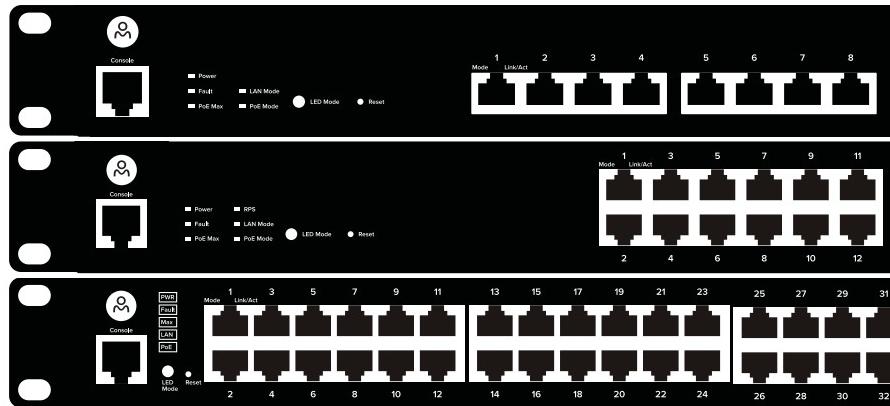
Connect new and old apartments, care homes and more with less cost and complexity.

S Series Switch



Cloud-managed Gigabit PoE+ L2 switches

Open Mesh S Series cloud-managed PoE+ switches are cost effective, simple-to-use networking solutions ideal for multi-site deployments in hospitality, food and beverage, retail, and small and medium businesses.



Features

- Zero-touch configuration, plug-and play networking
- Automatic, seamless interoperability with Open Mesh access points
- Full-featured layer 2 manageability
- PoE+ for flexibility to power all kinds of IP devices
- Free cloud-based network controller for complete control and monitoring with no licensing or monthly fees

Benefits



Cloud managed

Every S Series switch includes a free lifetime license to CloudTrax. CloudTrax makes it easy to build, manage and monitor your networks from any browser or mobile device. And because the S Series is managed in the cloud, it's continually getting better with frequent upgrades and new features.



Seamless integration

Integrate seamlessly with Open Mesh access points. When switches and access points are in the same network, we'll automatically detect Open Mesh access points and enable seamless roaming VLANs. With greater visibility into your network, debugging is easy.



Zero-touch deployment

Make remote deployments easy and scaling up worry free. You can configure a switch from anywhere without ever touching it. Once the switch has power and Internet, it'll connect to CloudTrax to get its configuration and start reporting data. Easily deploy a single switch or thousands across multiple sites.



White labeled

Open Mesh is ideal for systems integrators, resellers and IT consultants because we make it easy to add your logos to our switches and access points. Even our cloud controller, CloudTrax, can be completely branded as your own cloud solution.* With no competing messages, your brand is the star of the show.

S Series Specifications



	S8-L	S8	S24-L	S24	S48			
Zero Config Plug & Play	Yes	Yes	Yes	Yes	Yes			
Free Cloud Management	Yes	Yes	Yes	Yes	Yes			
Free iOS/Android Apps	Yes	Yes	Yes	Yes	Yes			
Mounting Options	Desktop, wall		Desktop, wall mount, rack mount (included)					
Switching Capacity	20Gbps	24Gbps	52Gbps	56Gbps	104Gbps			
Power Supply	External		Internal					
Power Cable			US/EU/UK/AU					
Forwarding Mode			Store and Forward					
SDRAM			256MB					
Flash Memory			32MB					
PoE Standard			Supports IEEE 802.3at/af					
10/100/1000Mbps Ports	8	10	24	24	48			
SFP slots	N/A	2 (1Gb)	2 (1Gb)	2 (10Gb)	4 (1Gb)			
RJ45 Console Port	N/A	1	1	1	1			
PoE Capable Ports	Port 1-8 output up to 30W	Port 1-8 output up to 30W	Port 1-24 output up to 30W	Port 1-24 output up to 30W	Port 1-48, output up to 30W			
PoE Budget	55W	150W	250W	410W	740W			
LED Indicators	Power, Fault, PoE Max, LAN Mode, PoE Mode, Link/Act		Power, Fault, PoE Max, LAN Mode, PoE Mode, Speed, Link/Act					
L2 Features		IEEE802.3ad Link Aggregation, Port Mirroring, Port Trunking, IGMP Snooping v1/v2/v3, IGMP Fast Leave, MLD Snooping, VLAN Group, Voice VLAN, IEEE802.1X Port-based Access Control, IEEE802.1X Guest VLAN, Port Security, Storm Control, Port Isolation, Attack Prevention, Access Control List (ACL)						
Spanning Tree Protocol		802.1D Spanning Tree (STP), 802.1w Rapid Spanning Tree (RSTP), 802.1s Multiple Spanning Tree (MSTP)						
Queue		CoS based on 802.1p priority, CoS based on physical port, CoS based on TOS, CoS based on DSCP						
PoE Management		Power on/off per port, Power class configuration, Power feeding with priority, User define power limit						
Additional Management		SSH Server, Telnet Server, TFTP Client, BootP/DHCP Client, SNMP v1/v2c/v3 support, Command Line Interface (CLI), SNTP, RMONv1, SYSLOG, Cable Diagnostic						
MIB Support		RFC1213, RFC1493, RFC1757, RFC2674						
Operating Temperature	0 to 40°C		0 to 50°C					
Storage Temperature	-20°C to 70°C	-40 to 70 ° C	-20°C to 70°C	-40 to 70 ° C	-40 to 70 ° C			
Humidity		5 to 95% non-condensing						
Dimensions (WxDxH)	9.4"x 4.1" x 1.1"	13"x 9"x 1.7"	17.3"x 10.1"x 1.7"	17.3"x 10.2"x 1.7"	17.3"x 16.1"x 1.7"			
Weight	1.37 lbs.	4.48 lbs.	7.65 lbs.	8.45 lbs.	13.8 lbs.			
Warranty		1 year						

This agreement will become effective when signed by both parties and will terminate on the date a party terminates the Agreement as provided below.

14. Terminating the Agreement

Either Client or Contractor may terminate this Agreement, effective immediately upon giving written notice.

15. Exclusive Agreement

This is the entire Agreement between Contractor and Client.

16. Modifying the Agreement

This Agreement may be modified only by writing signed by both parties.

Signatures

New Los Angeles Charter Schools

Printed Name

Signature

Date

Contractor:

Printed Name

Signature

Date

Ashley E Schwarz

1/22/19

invoice, and a summary of the work performed. In the event the invoice is not paid within 30 days, Client shall pay a 1% interest on the outstanding invoice.

3. Termination of the Agreement

Either the School or the Counselor may terminate this Agreement at any time for any reason and such termination will be effective immediately.

5. Independent Contractor Status

The School and Counselor mutually understand and agree that the Counselor is an independent contractor, and that Counselor shall not be deemed to be employee of the School. The parties further agree that the Counselor shall be and at all times shall act and perform as an independent contractor.

7. State and Federal Taxes

Client will not:

- withhold FICA (Social Security and Medicare taxes) from Contractor's payments or make FICA payments on Contractor's behalf
- make state or federal unemployment compensation contributions on Contractor's behalf, or
- withhold state or federal income tax from Contractor's payments.

Contractor shall pay all taxes incurred while performing services under this Agreement—including all applicable income taxes and, if Contractor is not a corporation, self-employment (Social Security) taxes. Upon demand, Contractor shall provide Client with proof that such payments have been made.

8. Fringe Benefits

Contractor understands that Contractor is not eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan of Client.

9. Unemployment Compensation

Client shall make no state or federal unemployment compensation payments on behalf of Contractor. Contractor will not be entitled to these benefits in connection with work performed under this Agreement.

10. Workers' Compensation

Client shall not obtain workers' compensation insurance on behalf of Contractor.

11. Insurance

Client shall not provide insurance coverage of any kind for Contractor.

12. Indemnification

Contractor shall indemnify and hold Client harmless from any loss or liability arising from performing services under this Agreement.

13. Term of Agreement

Independent Contractor Agreement

This Independent Contractor Agreement ("Agreement") is effective January 22, 2019 between Ashley Schwartz (Referred to as "the Counselor/Contractor") and New Los Angeles Charter Schools (MS and ES) (referred to as "the School/Client").

1. Services to Be Performed

Contractor agrees to perform the following services:

- Plan and provide counseling sessions as indicated on students IEP at Elementary School and Middle School from January 22, 2019-June 7, 2019. This includes DIS Counseling and Guidance services and Psychological Services (ERICS).
- Develop and document IEP goals and Presents Levels of Performance in the areas of social and emotional functioning.
- Collaborate with school staff on the development and implementation of Behavioral Support Plans and progress towards IEP goals.
- Provide consultation and assistance for administrators, teachers, and assistants regarding students on their caseload.
- Collaborate and communicate with parents to coordinate educational treatment.
- Provide student support in the classroom through observation and promotion of positive replacement behaviors.
- Provide referrals to outside agencies and advocate for additional support as necessary.
- Provide Crisis Intervention Services to students as needed.
- Conduct threat assessments as necessary, and mobilize appropriate support for students with IEPs.
- Develop and implement student safety plans as necessary.
- Support school staff in implementing student safety plans.
- Attend and participate in IEP meetings for students with counseling on their IEP.
- Complete all required documentation in accordance with LAUSD standards utilizing Welligent (track services, session notes, progress reports, compliance review)

2. Payment

In consideration for the services to be performed by Contractor, Client agrees to pay Contractor at the following rates:

15 hours per week at a rate of \$80 per hour. Additional hours will be paid at \$80 per hour with prior approval from the Director of Special Education. This is subject to change at the discretion of the school.

Contractor shall be paid within 30 days after Contractor submits an invoice to Client. The invoice should include the following: an invoice number, the dates covered by the

GENERAL INFORMATION

The Facility Inspection Tool (FIT) has been developed by the Office of Public School Construction to determine if a school facility is in "good repair" as defined by Education Code (EC) Section 17002(d)(1) and to rate the facility pursuant to EC Section 17002(d)(2). The tool is designed to identify areas of a school site that are in need of repair based upon a visual inspection of the site. In addition, the EC specifies the tool should not be used to require capital enhancements beyond the standards to which the facility was designed and constructed.

Good repair is defined to mean that the facility is maintained in a manner that ensures that it is clean, safe, and functional. As part of the school accountability report card, school districts and county offices of education are required to make specified assessments of school conditions including the safety, cleanliness, and adequacy of school facilities and needed maintenance to ensure good repair. In addition, beginning with the 2005/2006 fiscal year, school districts and county offices of education must certify that a facility inspection system has been established to ensure that each of its facilities is maintained in good repair in order to participate in the School Facility Program and the Deferred Maintenance Program. This tool is intended to assist school districts and county offices of education in that determination.

County superintendents are required to annually visit the schools in the county of his or her office as determined by EC Section 1240. Further, EC Section 1240(c)(2)(I), states the priority objective of the visits made shall be to determine the status of the condition of a facility that poses an emergency or urgent threat to the health or safety of pupils or staff as defined in district policy, or as defined by EC Section 17592.72(c) and the accuracy of data reported on the school accountability report card with the respect to the safety, cleanliness, and adequacy of school facilities, including good repair as required by EC Sections 17014, 17032.5, 17070, 75, and 17089. This tool is also intended to assist county offices of education in performing these functions.

The EC also allows individual entities to adopt a local evaluation instrument to be used in lieu of the FIT provided the local instrument meets the criteria specified in EC Section 17002(d) and as implemented in the FIT. Any evaluation instrument adopted by the local educational agency for purpose of determining whether a school facility is maintained in good repair may include any number of additional items but must minimally include the criteria and rating scheme contained in the FIT.

USER INSTRUCTIONS

The FIT is comprised of three parts as follows:

Part I, Good Repair Standard outlines the school facility systems and components, as specified in EC Section 17002(d)(1), that should be considered in the inspection of a school facility to ensure it is maintained in a manner that assures it is clean, safe and functional. Each of the 15 sections in the Good Repair Standard provides a description of a minimum standard of good repair for various school facility categories. Each section also provides examples of clean, safe and functional conditions. The list of examples is not exhaustive. If an evaluator notes a condition that is not mentioned in the examples but constitutes a deficiency, the evaluator can note such deficiency in the applicable category as "other."

Some of the conditions cited in the Good Repair Standard represent items that are critical to the health and safety of pupils and staff. Any deficiencies in these items require immediate attention and, if left unmitigated, could cause severe and immediate injury, illness or death of the occupants. They constitute extreme deficiencies and indicate that the particular building system evaluated failed to meet the standard of good repair at that school site. These critical conditions are identified with underlined text followed by an (X) on the Good Repair Standard. If the underlined statement is not true, then there is an extreme deficiency (to be marked as an "X" on the Evaluation Detail) resulting in a "poor" rating for the applicable category. It is important to note that the list of extreme deficiencies noted in the Good Repair Standard is not exhaustive. Any other deficiency not included in the criteria but meeting the definition above can be noted by the evaluator and generate a poor rating.

Part II, Evaluation Detail is a site inspection template to be used to evaluate the areas of a school on a category by category basis. The design of the inspection template allows for the determination of the scope of conditions across campus. In evaluating each area or space, the user should review each of the 15 categories identified in the Good Repair Standard and make a determination of whether a particular area is in good repair. Once the determination is made, it should be recorded on the Evaluation Detail, as follows:

	No Deficiency - Good Repair: Insert a check mark if all statements in the Good Repair Standard are true, and there is no indication of a deficiency in the specific category.
D	Deficiency: Mark "D" if one or more statement(s) in the Good Repair Standard for the specific category is not true, or if there is other clear evidence of the need for repair.
X	Extreme Deficiency: Indicate "X" if the area has a deficiency that is considered an "Extreme Deficiency" in the Good Repair Standard or there is a condition that qualifies as an extreme deficiency but is not noted in the Good Repair Standard.
NA	Not Applicable: If the Good Repair Standard category (building system or component) does not exist in the area evaluated, mark "NA".

Below are suggested methods for evaluating various systems and areas:

Gas and **Sewer** are major building systems that may span the entire school campus but may not be evident as applicable building systems in each classroom or common areas. However, because a deficiency in either of these systems could become evident and present a health and safety threat anywhere on campus, the user should not mark "NA" and should instead include an evaluation of these systems in each building space.

Roofs can be easily evaluated for stand alone areas, such as portable classrooms. For permanent buildings containing several areas to be evaluated, roofs should be considered as parts of individual areas in order to accurately account for a scope of any roofing deficiency. For example, a 10 classroom building contains damaged gutters on one side of the building, spanning across five classrooms. Therefore, an evaluator should mark five classrooms as deficient in the roof category and the other five classrooms as in good repair, assuming there are no other visible deficiencies related to roofing.

is intended to be used to evaluate the cleanliness of each space. For example, a user should note a deficiency due to dirty surfaces in Overall Cleanliness, rather than **Interior Surfaces**. At the same time, the user should note such deficiency only in Overall Cleanliness in order to avoid accounting for such deficiency twice, i.e. in two sections.

The tool is designed to evaluate stand-alone restrooms as separate areas. However, restrooms contained within other spaces, such as a kindergarten classroom or a library, can be evaluated as part of that area under Restrooms. If the area evaluated does not contain a restroom, Restrooms should be marked "NA." can exist within individual classrooms or areas, right outside of classrooms or restrooms or other areas, or as stand alone fixtures on playgrounds and sports fields. If a drinking fountain or a set of fountains is located inside a building or immediately outside the area being evaluated, it should be included in the evaluation of that area under Drinking Fountains. If a fountain is located on the school grounds, it should be evaluated as part of that outside space. If there is no drinking fountain in the area evaluated, Drinking Fountains should be marked "NA."

- **Playgrounds/School Grounds**, should be evaluated as separate areas by dividing a campus into sections with defined borders. In this case, several sections of the good repair criteria would not apply to the evaluation, as they do not exist outside of physical building areas, such as **Structural Damage** and **Fire Safety**, for example.

Part III includes the **Category Totals and Ranking**, the **Overall Rating**, and a section for **Comments and Rating Explanation**.

Once the inspector completes the site inspection, he or she must total the number of areas evaluated. The inspector must also count all of the spaces deemed in good repair, deficient, extremely deficient, or not applicable under each of the 15 sections. Next, the evaluator must determine the condition of each section by taking the ratio of the number of areas deemed in good repair to the number of areas being evaluated (after subtracting non-applicable spaces from the total number of areas evaluated). If any of the 15 sections received a rating of extreme deficiency, the ratio (i.e., the percentage of good repair) for that section and the category the section is in should default to zero. The total percent per category (A through H) is determined by the total of all percentages of systems in good repair divided by the number of sections in that category. For example, to determine the total percent for the Structural category, add the percentages for the Structural Damage and Roof sections and divide the result by two.

Next, the overall school site score is determined by computing the average percentage rating of the eight categories (i.e., the total of all percentages divided by eight). Finally, the rater should determine the overall School Rating by applying the Percentage Range in the table provided in Part III to the average percentage calculated and taking into consideration the Rating Description provided in the same table.

* Although the FIT is designed to evaluate each school site within a reasonable range of facility conditions, it is possible that an evaluator may identify critical facility conditions that result in an Overall School Rating that does not reflect the urgency and severity of those deficiencies and/or does not match the rating's Description in Part III. In such instances, the evaluator may reduce the resulting school score by one or more grade categories and describe the reasons for the reduction in the space provided for Comments and Rating Explanation.

When completing Part III of the FIT, the instructor should note the date and time of the inspection as well as weather conditions and any other pertinent inspection information in the specific areas provided and utilize the Comments and Rating Explanation Section if needed.

PART I: GOOD REPAIR STANDARD

(X): If underlined statement is not true, then this is an extreme deficiency (marked as an "X") on the Evaluation Detail resulting in a "poor" rating for the applicable category.

Gas Leaks

Gas systems and pipes appear safe, functional, and free of leaks.

Examples include but are not limited to the following:

- a. There is no odor that would indicate a gas leak. (X)
- b. Gas pipes are not broken and appear to be in good working order. (X)
- c. Other

Mechanical Systems

Heating, ventilation, and air conditioning systems (HVAC) as applicable are functional and unobstructed. Examples include but are not limited to the following:

- a. The HVAC system is operable. (X)
- b. The facilities are ventilated (via mechanical or natural ventilation).
- c. The ventilation units are unobstructed and vents and grills are without evidence of excessive dirt or dust.
- d. There appears to be an adequate air supply to all classrooms, work spaces, and facilities (i.e. no strong odor is present, air is not stuffy)
- e. Interior temperatures appear to be maintained within normally accepted ranges.
- f. The ventilation units are not generating any excessive noise or vibrations.
- g. Other

Sewer

Sewer line stoppage is not evident. Examples include but are not limited to the following:

- a. There are no obvious signs of flooding caused by sewer line back-up in the facilities or on the school grounds. (X)
- b. The sanitary system controls odors as designed.
- c. Other

Interior Surfaces (Floors, Ceilings, Walls, and Window Casings)

Interior surfaces appear to be clean, safe, and functional. Examples include but are not limited to the following:

- a. Walls are free of hazards from tears and holes.
- b. Flooring is free of hazards from torn carpeting, missing floor tiles, holes.
- c. Ceiling is free of hazards from missing ceiling tiles and holes.
- d. There is no evidence of water damage (e.g. no condensation, dampness, staining, warping, peeling, mineral deposits, etc.)
- e. Other

Overall Cleanliness

School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly. Examples include but are not limited to the following:

- a. Area(s) evaluated is free of accumulated refuse, dirt, and grime.
- b. Area(s) evaluated is free of unabated graffiti.
- c. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.
- d. Other

Pest/Vermilion Infestation

Pest or vermin infestation are not evident.

Examples include but are not limited to the following:

- a. There is no evidence of a major pest or vermin infestation. (X)
- b. There are no holes in the walls, floors, or ceilings.
- c. Rodent droppings or insect skins are not evident.
- d. Odor caused by a pest or vermin infestation is not evident.
- e. There are no live rodents observed.
- f. Other

Electrical (Interior and Exterior)

1. There is no evidence that any portion of the school has a power failure. (X)

- 2. Electrical systems, components, and equipment appear to be working properly.

Examples include but are not limited to the following:

- a. There are no exposed electrical wires. Electrical equipment is properly covered and secured from pupil access. (X)
- b. Outlets, access panels, switch plates, junction boxes and fixtures are properly covered and secured from pupil access.
- c. Other

3. Lighting appears to be adequate and working properly, including exterior lights.

Examples include but are not limited to the following:

- a. Lighting appears to be adequate.
- b. Lighting is not flickering.
- c. There is no unusual hum or noise from the light fixtures.
- d. Other

Restrooms

Restrooms in the vicinity of the area being evaluated appear to be accessible during school hours, clean, functional and in compliance with SB 892 (EC Section 35292.5).
The following are examples of compliance with SB 892:

- a. Restrooms are maintained and cleaned regularly.
- b. Restrooms are fully operational.
- c. Restrooms are stocked with toilet paper, soap, and paper towels.
- d. Restrooms are open during school hours.
- e. Other

Sinks/Fountains (Inside and Outside)

Drinking fountains appear to be accessible and functioning as intended.

Examples include but are not limited to the following:

- a. Drinking fountains are accessible.
- b. Water pressure is adequate.
- c. A leak is not evident.
- d. There is no moss, mold, or excessive staining on the fixtures.
- e. The water is clear and without unusual taste or odor.
- f. Other

Fire Safety

The fire equipment and emergency systems appear to be functioning properly.

Examples include but are not limited to the following:

- a. The fire sprinklers appear to be in working order (e.g., there are no missing or damaged sprinkler heads). (X)
- b. Emergency alarms appear to be functional. (X)
- c. Emergency exit signs function as designed, exits are unobstructed. (X)
- d. Fire extinguishers are current and placed in all required areas.
- e. Fire alarms pull stations are clearly visible.
- f. Other

Hazardous Materials (Interior and Exterior)

There does not appear to be evidence of hazardous materials that may pose a threat to pupils or staff. Examples include but are not limited to the following:

- a. Hazardous chemicals, chemical waste, and flammable materials are stored properly (e.g. locked and labeled properly). (X)
- b. Paint is not peeling, chipping, or cracking.
- c. There does not appear to be damaged tiles or other circumstances that may indicate asbestos exposure.
- d. Surfaces (including floors, ceilings, walls, window casings, HVAC grills) appear to be free of mildew, mold odor and visible mold.
- e. Other

Structural Damage

There does not appear to be structural damage that has created or could create hazardous or uninhabitable conditions. Examples include but are not limited to the following:

- a. Severe cracks are not evident. (X)
- b. Ceilings & floors are not sloping or sagging beyond their intended design. (X)
- c. Posts, beams, supports for portable classrooms, ramps, and other structural building members appear to be intact, secure and functional as designed. (X)
- d. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines the structural components. (X)
- e. Other

Roofs (observed from the ground, inside/outside the building)

Roof systems appear to be functioning properly.

Examples include but are not limited to the following:

- a. Roofs, gutters, roof drains, and down spouts are free of visible damage.
- b. Roofs, gutters, roof drains, and down spouts are intact.
- c. Other

Playground/School Grounds

The playground equipment and school grounds in the vicinity of the area being evaluated appear to be clean, safe, and functional.

Examples include but are not limited to the following:

- a. Significant cracks, trip hazards, holes and deterioration are not found.
- b. Open "S" hooks, protruding bolt ends, and sharp points/edges are not found in the playground equipment.
- c. Seating, tables, and equipment are functional and free of significant cracks.
- d. There are no signs of drainage problems, such as flooded areas, eroded soil, water damage to asphalt, or clogged storm drain inlets.
- e. Other

Windows/Doors/Gates/Fences (Interior and exterior)

Conditions that pose a safety and/or security risk are not evident.

Examples include but are not limited to the following:

- a. There is no exposed broken glass accessible to pupils and staff. (X)
- b. Exterior doors and gates are functioning and do not pose a security risk. (X)
- c. Windows are intact and free of cracks.
- d. Windows are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
- e. Doors are intact.
- f. Doors are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
- g. Gates and fences appear to be functional.
- h. Gates and fences are intact and free of holes and other conditions that could present a safety hazard to pupils, staff, or others.
- i. Other



**NEW LOS ANGELES
CHARTER SCHOOLS**

Finance Committee Meeting Agenda

February 6, 2019, 3:00 pm

1919 S. Burnside Ave., Los Angeles, CA 90016

1. Call to Order
2. Public Comments on Items to be Discussed at This Meeting*
3. November 2018 Financials [ACTION ITEM]
4. December 2018 Financials [ACTION ITEM]
5. Teacher Salary Increase as the Result of Labor Negotiations
6. Adjourn

*Board committee meetings are open to the public. Members of the public may attend this meeting at the school. The public can address the committee at the commencement of the meeting on any item that is described in this notice or other issues under the purview of the committee, or may speak on any agenda topic. Speakers must sign up before the committee takes up the issue. Comments are limited to two (2) minutes. Members of the board are not permitted to respond directly.

Diane Reynolds MFT / Reflective
Praxis Consulting
 1460 7th St., Suite 300
 Santa Monica, CA 90401
 (310) 766-2360
 dreynolds@reflectivepraxis.com

Invoice 1029

BILL TO	DATE 01/24/2019	PLEASE PAY \$2,000.00	DUE DATE 02/08/2019
Brooke Rios New Los Angeles Charter School 1919 S. Burnside Ave. Los Angeles, CA 90016 US			

DATE	DESCRIPTION	QTY	RATE	AMOUNT
10/09/2018	Consulting Initial Consultation / planning meeting for WAKE-UP (no charge)	1		0.00
10/16/2018	Consulting WAKE-UP Opening Session (7:45a-11:45a)	4	100.00	400.00
10/17/2018	Consulting WAKE-UP Debrief	0.25	100.00	25.00
10/23/2018	Consulting WAKE-UP #2 (11:30a-1:30p)	2	100.00	200.00
10/24/2018	Consulting WAKE-UP Debrief	0.25	100.00	25.00
11/06/2018	Consulting WAKE-UP #3 (10:00a-12:00p)	2	100.00	200.00
11/06/2018	Consulting WAKE-UP Debrief	0.25	100.00	25.00
11/12/2018	Consulting WAKE-UP #4 (4:00p-6:00p)	2	100.00	200.00
11/12/2018	Consulting WAKE-UP Debrief	0.25	100.00	25.00
11/26/2018	Consulting WAKE-UP #5 (1:30p-3:30p)	2	100.00	200.00
11/26/2018	Consulting WAKE-UP Debrief	0.25	100.00	25.00
12/04/2018	Consulting WAKE-UP #6 (10:00a-12:00p)	2	100.00	200.00
12/04/2018	Consulting WAKE-UP Debrief	0.25	100.00	25.00
12/10/2018	Consulting WAKE-UP #7 (1:30p-3:30p)	2	100.00	200.00
12/10/2018	Consulting WAKE-UP Debrief	0.25	100.00	25.00

DATE	DESCRIPTION	QTY	RATE	AMOUNT
12/14/2018	Consulting WAKE-UP #8 (1:30p-3:30p)	2	100.00	200.00
12/18/2018	Consulting WAKE-UP Post Debrief	0.25	100.00	25.00

Please make checks payable to Reflective Praxis Consulting.

TAX ID: 26-4284683

If you have questions, please call 310-766-2360 or email
dreynolds@reflectivepraxis.com

TOTAL DUE

\$2,000.00

THANK YOU.



LOS ANGELES
HOMELESS
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Executive Director

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Los Angeles, CA 90017

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213 553.8488 - TY

www.lahsa.org

December 24, 2018

Local Education Agency (LEA) McKinney-Vento Liaisons
c/o Los Angeles County Office of Education (LACOE)
9300 Imperial Highway
Downey, CA 90242

Re: LAHSA and LACOE Youth PIT Count Data Coordination

Dear LEA McKinney-Vento Homeless Liaison:

The Los Angeles Homeless Services Authority (LAHSA), the lead agency of the Los Angeles Continuum of Care (LA CoC), invites you to again collaborate in the alignment of LAHSA and LACOE's Point-in-Time (PIT) counts. Working together, we can ensure that both PIT counts are as accurate as possible which is critical to our efforts to reduce the number of youth experiencing homelessness. As LEAs well know, even a brief period of homelessness can create enormous barriers to educational attainment and have lasting effects on a student's academic success – even after acquiring stable housing.

LAHSA's annual PIT count, mandated by the Department of Housing and Urban Development (HUD), seeks to capture a snapshot of unsheltered and sheltered persons experiencing homelessness on a single night in the last 10 days of January. This count bears various important implications, such as determining funding needs, informing policy, and planning decision-making.

One of the primary components of the Homeless Count is the Youth Count. The Youth Count is a survey-based count of unsheltered transitional age youth (TAY, 18-24 years of age), unaccompanied minors (UM; 17 years of age or younger and without a parent or legal guardian), and children of TAY and UM. Per HUD's mandate, unsheltered is defined as "literally homeless" or living in a place not meant for human habitation. In addition to counting unsheltered youth, sheltered youth in temporary shelters (emergency shelters, transitional housing, safe havens) are captured in the Shelter Count component of the Homeless Count.

For 2018, it is estimated that there are 1,481 unsheltered and 1,683 sheltered youth in the LA CoC based on the HUD definitions, a 2% increase from 2017. We understand that the number of McKinney-Vento homeless youth is much higher across LEAs, in part due to differing definitions of homelessness in the respective law governing education and housing, including differences between the U.S. Department of Education and HUD definitions of homelessness.

In order to better understand the differences between LAHSA and LACOE PIT counts, we need your help in obtaining an in-depth breakdown count of students' nighttime residence for the following codes in the California Longitudinal Pupil Achievement Data System (CAPADS) or in the LEAs Student Information System (SIS) for LACOE's PIT count in January 2019:

- 100 (Temporary Shelter)
- 110 (Hotel/Motel)
- 120 (Temporarily Doubled/Tripled Up)
- 130 (Temporarily Unsheltered)

This detailed breakdown of students' nighttime residence will allow LAHSA and LACOE to more accurately assess the level of overlap within PIT count data. Please be assured that only aggregated

data, presented in a manner consistent with Family Educational Right and Privacy Act requirements, will ever be utilized and shared.

We hope to use this data to better inform the public about homeless youth and provide a more comprehensive overview of what youth homelessness looks like across LA County. Greater accuracy in these count numbers will further validate the work that we all do. It is also our hope that you will be able to utilize this information as you apply for grants, coordinate with internal and external partners, and share with other data-driven programs.

Melissa Schoonmaker, LACOE Homeless Consultant, is coordinating the 2019 LACOE PIT count on January 24th, a designated day during the last 10 days of January 2019 and will work to ensure that you have the guidance and support needed to participate. We truly value your commitment to ending youth homelessness to ensure a quality public education for youth.

If you have any questions or need additional information, please contact Clementina Verjan, Associate Director, Community Engagement at (213) 683-3338 or cverjan@lahsa.org, or Melissa Schoonmaker, LACOE Homeless Consultant, at (562) 401-5397 or schoonmaker_melissa@lacoed.edu.

Sincerely,

(F&P PETE R LYNN)



Peter Lynn
Executive Director
Los Angeles Homeless Services Authority

cc: Melissa Schoonmaker, Consultant II, Student Support Services, LACOE
schoonmaker_melissa@lacoed.edu

Melanie McAlpine

From: Brooke Rios (via Google Drive) <drive-shares-noreply@google.com>
Sent: Thursday, February 14, 2019 8:25 AM
To: xlira@newlosangeles.org
Cc: kobrien@newlosangeles.org
Subject: 18-19 LAUSD Oversight-ES - Invitation to collaborate

Brooke Rios has invited you to **contribute to** the following shared folder:



18-19 LAUSD Oversight-ES

[Open](#)

Google Drive: Have all your files within reach from any device.

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA



Melanie McAlpine

From: Brooke Rios (via Google Docs) <drive-shares-noreply@google.com>
Sent: Thursday, January 24, 2019 10:08 AM
To: xlira@newlosangeles.org
Cc: kobrien@newlosangeles.org; gbrayton@newlosangeles.org; bgoldberg@newlosangeles.org
Subject: 2019-2020 HIRING STRATEGY - Invitation to edit

Brooke Rios has invited you to **edit** the following document:



2019-2020 HIRING STRATEGY

[Open in Docs](#)

Google Docs: Create and edit documents online.

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because someone shared a document with you from Google Docs.



Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Friday, February 15, 2019 12:34 PM
To: Ryan Griffin; Xochitl Lira
Subject: After School at New LA

Hi Ryan and Xochitl,

I would like to have a call to hear Ryan's thoughts about our After School program. Are you both available next Tuesday at 3 pm by chance?

Best,
Brooke



Brooke Rios, Executive Director
1919 S. Burnside Avenue, Los Angeles, CA 90025
T (323) 939-6400 ext. 1108 | F (323) 939-6411
newlosangeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Monday, February 04, 2019 10:10 AM
To: Xochitl Lira
Subject: Agenda for Website
Attachments: Finance Committee 2-6-19 Agenda.pdf

Hi Xochitl,

Attached is the Finance Committee Agenda for the website.

BR



Brooke Rios, Executive Director
1919 S. Burnside Avenue, Los Angeles, CA 90025
T (323) 939-6400 ext. 1108 | F (323) 939-6411
newlosangeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Wednesday, February 20, 2019 6:08 AM
To: Xochitl Lira; Daryl Brooks; Kate O'Brien; Jenna Rosenberg; Gabreille Brayton
Subject: Annual Event

Hello All:

Please send me the names and contact information of any providers, family, or friends whom you would like to invite to our annual event. If you have invited someone in the past, they should have already received an invitation. I am sending out another wave of invitations later today.

Thanks!
Brooke



Brooke Rios, Executive Director
1919 S. Burnside Avenue, Los Angeles, CA 90025
T (323) 939-6400 ext. 1108 | F (323) 939-6411
newlosangeles.org

Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Thursday, February 07, 2019 8:12 AM
To: Brooke Rios
Subject: AP salary table

Hi,

Can you share the AP salary table.

--
Xochitl Lira, Ed.D.
Director of Operations
New Los Angeles Charter Schools
1919 S. Burnside Avenue
Los Angeles, CA 90016
T: 323.939.6400
F: 323.939.6411
www.NewLosAngeles.org

Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Monday, January 28, 2019 12:10 PM
To: Brooke Rios
Cc: Sylvia Barragan
Subject: ASES Program Plan
Attachments: ASES Program Plan 2019.docx

Hi Brooke,

Attached is the ASES program plan if you want to review before I send it out to Karissa. I've highlighted the part that was added.

--
Xochitl Lira, Ed.D.
Director of Operations
New Los Angeles Charter Schools
1919 S. Burnside Avenue
Los Angeles, CA 90016
T: 323.939.6400
F: 323.939.6411
www.NewLosAngeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, February 12, 2019 4:00 PM
To: Xochitl Lira
Subject: Board Agenda

Hi there,

Can you remove the 2-11 agenda from the Board page?

Thanks!



Brooke Rios, Executive Director
1919 S. Burnside Avenue, Los Angeles, CA 90025
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newlosangeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Thursday, February 21, 2019 5:05 PM
To: Xochitl Lira
Subject: Board Agenda
Attachments: New LA Board Meeting Agenda, 2_25_19.pdf

Please link under

Board Meetings

Board Meeting Dates

Board Meeting Agenda

Please post tomorrow by 9:00 am



Brooke Rios, Executive Director
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newlosangeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Friday, February 08, 2019 3:22 PM
To: Xochitl Lira
Subject: Board Packet Assembly on Monday

Hi Xochitl,

Can I have either Emma or Carol support with this on Monday?

Thanks!



Brooke Rios, Executive Director
1919 S. Burnside Avenue, Los Angeles, CA 90025
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newlosangeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, January 22, 2019 9:39 AM
To: Gabreille Brayton; Xochitl Lira
Subject: California Fitness Test Results

Hi Gabrielle and Xochitl,

I need the following information for last years California Fitness Test as soon as you can get this to me:

1. Percent of Students meeting 4/6 fitness standards.
2. Percent of Students meeting 5/6 fitness standards.
3. Percent of Students meeting 6/6 fitness standards.

Thank you!

BR

--

Brooke Rios
Executive Director
New Los Angeles Charter Schools
1919 S. Burnside Avenue
Los Angeles, CA 90016
T: 323.939.6400
F: 323.939.6411
www.NewLosAngeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Thursday, January 24, 2019 2:20 PM
To: Xochitl Lira
Subject: California Healthy Kids Survey

Hi Xochilt,

Please send an email to the following address to get survey registration process moving forward:
Calschls@wested.org

We would like to do:

- Parent (MS/ES)
- Staff (MS/ES)
- Student (MS Only)

The idea start date for the surveys would be February 4.

Thank you!
Brooke



Brooke Rios, Executive Director
1919 S. Burnside Avenue, Los Angeles, CA 90025
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newlosangeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Wednesday, February 13, 2019 11:39 AM
To: Xochitl Lira
Subject: Call me Re: Website

When you have some availability.



Brooke Rios, Executive Director
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T (323) 939-6400 ext. 1108 | F (323) 939-6411
newlosangeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Monday, February 11, 2019 5:46 AM
To: Xochitl Lira; Gabreille Brayton; Kate O'Brien; Brooke Goldberg
Subject: Calling Meeting for 12:00 pm Today

Good morning, All.

I would like to check in with everyone today at the Middle School from 12:00-12:30 pm. Please confirm and let me know if you are available to meet.

Brooke, I realize that this is our weekly meeting time, and I will check in with you beforehand.

BR



Brooke Rios, Executive Director
1919 S. Burnside Avenue, Los Angeles, CA 90025
T (323) 939-6400 ext. 1108 | F (323) 939-6411
newlosangeles.org

Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Tuesday, February 19, 2019 9:09 AM
To: Ryan Griffin; Brooke Rios
Subject: Capital Impact Partners
Attachments: CIP_DEFAULT NOTICE021919.pdf

Hi Ryan and Brooke,

I received the attached technical default notice from Capital Impact Partners.

--
Xochitl Lira, Ed.D.
Director of Operations
New Los Angeles Charter Schools
1919 S. Burnside Avenue
Los Angeles, CA 90016
T: 323.939.6400
F: 323.939.6411
www.NewLosAngeles.org

Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Wednesday, February 20, 2019 3:34 PM
To: Ryan Griffin; Brooke Rios
Subject: Capital Impact Partners
Attachments: CIP_022019.pdf

Hi Ryan and Brooke,

I received the attached document from Capital Impact Partners regarding documents needed for the loan. Ryan, there are a couple of financial documents needed.

--

Xochitl Lira, Ed.D.
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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, February 12, 2019 12:38 PM
To: Xochitl Lira
Subject: CHKS

Hi Xochitl,

I am just doing some oversight prep for Elementary and wondering if we have we launched the CHKS yet?

BR



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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Thursday, January 24, 2019 7:15 PM
To: Brooke Rios
Subject: Church

Hi,

It came to my attention that we had 2 visitors from the church yesterday, Sylvia saw them walking around the cafe and she walked them over to the office. Not sure how they got in but they told her they wanted to introduce themselves. She saw them with flyers and saw them offer Keenan, Stewart and Brayton a flyer. I think Sandra needs to be clear that they can't just show up and walk around campus and pass out flyers. Thoughts?

--

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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Friday, February 01, 2019 3:43 PM
To: Xochitl Lira
Subject: Culver City Veterans Memorial Building

Check it out:

<https://www.culvercity.org/city-hall/information/facility-rentals/veterans-memorial-building-rentals>



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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Friday, January 25, 2019 12:39 PM
To: Brooke Rios
Subject: deposit

Can you forward the email Matt received for the mobile deposit I just made. Thanks!

--
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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Wednesday, January 23, 2019 10:48 AM
To: Xochitl Lira
Subject: ES Facilities Question

Hi,

I hope the YMC symposium is going well! Question: When Anjanette collected information and a FIT report for ES last year, how do we answer those questions given that we are colocated?

Thanks!

--

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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Wednesday, February 06, 2019 3:01 PM
To: Peter Sheehy; Allison Arkin; Ryan Griffin; kdoyle8@mac.com; Brooke Rios
Subject: Finance Call

Hi All,

Brooke and I have a 10 minute delay. She will be sending the conference information shortly.

--
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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Wednesday, January 16, 2019 11:58 AM
To: Ryan Griffin; Xochitl Lira
Subject: Finance Committee Process

Hi Xochitl and Ryan,

Earlier this year, Matt outlined the following process for finance committee calls:

Two weeks before the board meeting:

1. *Ryan will send the three of us financials of the previous month (for example, he will send June and July to us this week).*
2. *The four of us will get on a call to go through the financials in order to make sure the three of us know everything about them.*
3. *Ryan will make any changes or clarifications based on our call.*

One week before the board meeting:

1. *Ryan will send the financials to the committee on Monday.*
2. *The committee will have a call to review.*
3. *The materials will be finalized and sent to the board with the meeting agenda and materials.*

We only did this a few times, but I would like to move forward and make this established practice. Ryan, this may work as the monthly check in you and I discussed today.

I would like to look at scheduling a meeting for the three of us on Wednesday, January 30 at 1:00 pm to review the November and December financials. Does this work for you both?

Thanks!

Brooke

--
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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, February 19, 2019 11:37 AM
To: Xochitl Lira; Ryan Griffin
Subject: Financials Pre-Call

Hi Ryan and Xochitl,

I would like to have a Finance Call on March 1. Are you available at 10:00 am? I would also like to discuss After School during this time.

Thanks!
Brooke



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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Thursday, February 21, 2019 1:02 PM
To: Brooke Rios
Subject: Fiscal Policies
Attachments: NLAC Fiscal Policy (2).pdf

Hi,

When you have a moment can we review the fiscal policies.

--
Xochitl Lira, Ed.D.
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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Monday, February 04, 2019 11:09 AM
To: Xochitl Lira
Subject: For Staff Meeting

Each year, we begin the hiring process for the upcoming school year in early February. The first step involves connecting with teachers to learn if we might have vacancies. We do this via our Intent to Return form, which I will be distributing to you today. Please complete and return by...

In addition, I would like to share that annually, in February, we post all certificated staff positions on EdJoin. We do this so we can start collecting and reviewing applications in the event that we have an opening. This is critical, as we want to secure high quality teachers for the organization. Given the current teacher shortage, it is important to start reviewing candidates sooner, rather than later.

Teacher voice is key to the hiring process. Your principal will be in touch with opportunities to serve on this year's teaching hiring committee. I hope you will consider this opportunity.



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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, January 08, 2019 8:47 AM
To: Xochitl Lira
Subject: Fwd: 2019 LAHSA and LACOE Youth Point in Time Count Data Coordination
Attachments: LAHSA and LACOE Youth PIT Count Data Coordination Letter.pdf

Hi Xochitl,

Did you receive this and is this something we need to follow up on?

BR

----- Forwarded message -----

From: Clementina Verjan <cverjan@lahsa.org>
Date: Mon, Jan 7, 2019 at 7:07 PM
Subject: 2019 LAHSA and LACOE Youth Point in Time Count Data Coordination
To: aabrams@dschs.org <aabrams@dschs.org>, aberfield@newheightscharter.org <aberfield@newheightscharter.org>, acaldera@tpaa.org <acaldera@tpaa.org>, achavez@myvaughncharter.com <achavez@myvaughncharter.com>, afleming@kippla.org <afleming@kippla.org>, aguilara@lancsd.org <aguilara@lancsd.org>, ajackson@cultureandlanguage.org <ajackson@cultureandlanguage.org>, ajohnson@davincischools.org <ajohnson@davincischools.org>, AKeyes@glendora.k12.ca.us <AKeyes@glendora.k12.ca.us>, alopez@ingeniumschools.org <alopez@ingeniumschools.org>, amgutierrez@wcusd.org <amgutierrez@wcusd.org>, amsmith@ingeniumschools.org <amsmith@ingeniumschools.org>, amy.larson@wuhsd.org <amy.larson@wuhsd.org>, angelica.sammons@larchmontcharter.org <angelica.sammons@larchmontcharter.org>, annachurst@libertascollegeprep.org <annachurst@libertascollegeprep.org>, anne.lee@almafuerteps.org <anne.lee@almafuerteps.org>, aquintero@laalliance.org <aquintero@laalliance.org>, arego@wilsona.k12.ca.us <arego@wilsona.k12.ca.us>, aromero@creteacademy.org <aromero@creteacademy.org>, asanchez@olinacademy.org <asanchez@olinacademy.org>, asldirector@aveson.org <asldirector@aveson.org>, ataranto@rbusd.org <ataranto@rbusd.org>, atorres-sharp@azusa.org <atorres-sharp@azusa.org>, aurzua@laalliance.org <aurzua@laalliance.org>, Ayarza@llcsd.net <Ayarza@llcsd.net>, ayoscovitz@palmdalesd.org <ayoscovitz@palmdalesd.org>, b.gold@ecrchs.net <b.gold@ecrchs.net>, beth.w@ourcommunityschool.org <beth.w@ourcommunityschool.org>, bmagallon@gesd.us <bmagallon@gesd.us>, bplonka@magnoliapublicschools.org <bplonka@magnoliapublicschools.org>, brios@newlosangeles.org <brios@newlosangeles.org>, btcuff@cusd.claremont.edu <btcuff@cusd.claremont.edu>, c.checca@academiamoderna.org <c.checca@academiamoderna.org>, cashb@pvpusd.k12.ca.us <cashb@pvpusd.k12.ca.us>, catchcharter@sbcglobal.net <catchcharter@sbcglobal.net>, cbwatts@whittiercity.net <cbwatts@whittiercity.net>, cdeter@celerityglobal.org <cdeter@celerityglobal.org>, cesar_delgado@ecsonline.org <cesar_delgado@ecsonline.org>, cgorocica@exteraschools.org <cgorocica@exteraschools.org>, cguardado@ingeniumschools.org <cguardado@ingeniumschools.org>, ckreitz@avhsd.org <ckreitz@avhsd.org>, cleal@laalliance.org <cleal@laalliance.org>, leonard@laalliance.org <leonard@laalliance.org>, cmamos@academyse.org <cmamos@academyse.org>, cmoton@nlmusd.k12.ca.us <cmoton@nlmusd.k12.ca.us>, crabinowitz@fentoncharter.net <crabinowitz@fentoncharter.net>, cris@inspireschools.org <cris@inspireschools.org>, cristina.gonzalez@caminonuevo.org <cristina.gonzalez@caminonuevo.org>, cristina.varela@lnsd.net <cristina.varela@lnsd.net>, csamarripa@cacolleigate.org <csamarripa@cacolleigate.org>, culpepperd@lifesourcecharterschool.org <culpepperd@lifesourcecharterschool.org>, cvgel@wearesynergy.org <cvgel@wearesynergy.org>, cwaller@wiseburn.org <cwaller@wiseburn.org>, czaldana@laalliance.org <czaldana@laalliance.org>, daisy.aguirre@caminonuevo.org <daisy.aguirre@caminonuevo.org>, david.moreno@pacoiimacharter.org <david.moreno@pacoiimacharter.org>, DavidC@Lapromisefund.org

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ntocantins@cwchollywood.org <ntocantins@cwchollywood.org>, pat.silva@sjcharter.com <pat.silva@sjcharter.com>, Patricia.Azevedo@pomona.k12.ca.us <Patricia.Azevedo@pomona.k12.ca.us>, paul_okaiteye@yahoo.com <paul_okaiteye@yahoo.com>, paulyip@ca.rr.com <paulyip@ca.rr.com>, pbuechner@aadusd.k12.ca.us <pbuechner@aadusd.k12.ca.us>, pcartin@laalliance.org <pcartin@laalliance.org>, pflores@laalliance.org <pflores@laalliance.org>, pgonzalez@dignidad.org <pgonzalez@dignidad.org>, pguzman@newopps.org <pguzman@newopps.org>, plopez@laalliance.org <plopez@laalliance.org>, ptreesuwan@thesae.k12.ca.us <ptreesuwan@thesae.k12.ca.us>, rbird@vistacharterterms.org <rbird@vistacharterterms.org>, rcashmere@kippla.org <rcashmere@kippla.org>, rcomar@bassettusd.org <rcomar@bassettusd.org>, rgarcia@cusd.claremont.edu <rgarcia@cusd.claremont.edu>, rgleason@lvusd.org <rgleason@lvusd.org>, ricardo.carbajal@cwcsilverlake.org <ricardo.carbajal@cwcsilverlake.org>, rlivingston@apexacademyhs.info <rlivingston@apexacademyhs.info>, rmiller@matrix4success.org <rmiller@matrix4success.org>, rocegueda@emcsd.org <rocegueda@emcsd.org>,

rogsanchez@laalliance.org <rogsanchez@laalliance.org>, ron.newman@ileadschools.org
 <ron.newman@ileadschools.org>, rosa.garcia@cwcmarvista.org <rosa.garcia@cwcmarvista.org>,
 rparra@fentoncharter.net <rparra@fentoncharter.net>, RRamirez@missionview.org <RRamirez@missionview.org>,
 rvaldes@c-vusd.org <rvaldes@c-vusd.org>, rvillalobos@seacharter.net <rvillalobos@seacharter.net>, rwells@icefps.org
 <rwellss@icefps.org>, s.brewer@westside.k12.ca.us <s.brewer@westside.k12.ca.us>, saguerrero@laalliance.org
 <saguerrero@laalliance.org>, sara.tovar@emuhsd.org <sara.tovar@emuhsd.org>, sayers@swhittier.net
 <sayers@swhittier.net>, schandler@equitasacademy.org <schandler@equitasacademy.org>, sellers_l@sgusd.k12.ca.us
 <sellers_l@sgusd.k12.ca.us>, sespana@laaae.org <sespana@laaae.org>, sgravely@kippla.org <sgravely@kippla.org>, shawna@wishcharter.org <shawna@wishcharter.org>, shazzard@citycharterschools.org
 <shazzard@citycharterschools.org>, sidnie@renarts.org <sidnie@renarts.org>, sjackson@centeradvancedlearning.org
 <sjackson@centeradvancedlearning.org>, skeskinturk@magnoliapublicschools.org
 <skeskinturk@magnoliapublicschools.org>, skpo@aol.com <skpo@aol.com>, slanni@csmci.com <slanni@csmci.com>, smiller@geaschool.com <smiller@geaschool.com>, sonia.garcia@mlccharter.org <sonia.garcia@mlccharter.org>, stewart@ljsd.org <stewart@ljsd.org>, stclaire.adriaan@academiaavance.com
 <stclaire.adriaan@academiaavance.com>, stucker@publicpolicycharterschools.org
 <stucker@publicpolicycharterschools.org>, Summer.Sanders@academyLongBeach.org
 <Summer.Sanders@academylongbeach.org>, svielma@tcusd.net <svielma@tcusd.net>, sweir@newwestcharter.org
 <sweir@newwestcharter.org>, swerner@citycharterschools.org <swerner@citycharterschools.org>, tanguyen@mylusd.org <tanguyen@mylusd.org>, tanya.alvarez@aspirepublicschools.org
 <tanya.alvarez@aspirepublicschools.org>, tbrenes@youthbuildcharter.org <tbrenes@youthbuildcharter.org>, tbrown@smmusd.org <tbrown@smmusd.org>, tbutler@laleadership.org <tbutler@laleadership.org>, tcastro@exed.net
 <tcastro@exed.net>, tcsprincipals@citycharterschools.org <tcsprincipals@citycharterschools.org>, tengram@icefps.org
 <tengram@icefps.org>, tina.porter@abcusd.us <tina.porter@abcusd.us>, tijmenez@icefps.org <tijmenez@icefps.org>, tomhyatt@aveson.org <tomhyatt@aveson.org>, tthompson@copschools.com <tthompson@copschools.com>, valle_jacqueline@ausd.us <valle_jacqueline@ausd.us>, valvarado@laicharter.org <valvarado@laicharter.org>, vgarza@galschoolsla.org <vgarza@galschoolsla.org>, vjimenez@lennoxacademy.org <vjimenez@lennoxacademy.org>, vplascencia@compasscharters.org <vplascencia@compasscharters.org>, vsanchez@laalliance.org
 <vsanchez@laalliance.org>, w.bader@birminghamcharter.com <w.bader@birminghamcharter.com>, wesleyc@ivyacademia.com <wesleyc@ivyacademia.com>, williams@bonita.k12.ca.us <williams@bonita.k12.ca.us>, Wintor_McNeel@ecsonline.org <Wintor_McNeel@ecsonline.org>, wlunneborg@keppel.k12.ca.us
 <wlunneborg@keppel.k12.ca.us>, wravila031@bpusd.net <wravila031@bpusd.net>, wzarragoza@teachpublicschools.org <wzarragoza@teachpublicschools.org>, Yang_Chien-Yi@lacoed.edu <Yang_Chien-Yi@lacoed.edu>, ycastellanos@laalliance.org <ycastellanos@laalliance.org>, ycollier@uscbrío.org <ycollier@uscbrío.org>, yesenia.rivas@caminonuevo.org <yesenia.rivas@caminonuevo.org>, ykingberg@ypiusa.org <ykingberg@ypiusa.org>, Zulma.Suro@CaminoNuevo.org <Zulma.Suro@caminonuevo.org>
 Cc: schoonmaker_melissa@lacoed.edu <schoonmaker_melissa@lacoed.edu>, Eileen Bryson <ebryson@lahsa.org>, Stephanie Wolahan <swolahan@lahsa.org>, Sabrina De Santiago <desantiago@lahsa.org>, Stephanie Kwack <kwack@usc.edu>, Pada Seth Lee <plee@lahsa.org>



Dear LEA McKinney-Vento Homeless Liaison:

First, I wanted to take this opportunity to thank you for all your work to ensure that all students, regardless of housing status, have access to a quality public education. You know more than anyone that even a brief period of homelessness can create enormous barriers to educational attainment and can have lingering effects on a student's academic success - even after acquiring stable housing.

As the lead homeless agency in the Los Angeles Continuum of Care (LA CoC), the Los Angeles Homeless Services Authority (LAHSA) would like to collaborate with LACOE, and all corresponding LEAs, to coordinate and align both of our homeless youth Point-In-Time (PIT) count data sets. As part of our coordinating effort for the 2019 Greater Los Angeles Homeless Count, LAHSA highly encourages you to collect specific subcategory information of students' nighttime residence in the California Longitudinal Pupil Achievement Data System (CAPADS) or the LEAs Student Information System (SIS). This detailed breakdown of students' nighttime residence will allow LAHSA to assess the level of overlap within PIT count data more confidently.

Please see the attached letter from Peter Lynn, LAHSA Executive Director, for more detailed information and instruction. If you have any questions or need additional information, please contact me directly at (213) 683-3338 or cverjan@lahsa.org, or Melissa Schoonmaker, LACOE Homeless Consultant, at (562) 401-5397 or schoonmaker_melissa@lacoed.edu.

Together we can continue to make great strides in ending youth homelessness.

Respectfully,

Clementina



Volunteer for the 2019 Greater Los Angeles Homeless Count

<http://www.theycountwillyou.org>

This transmission is intended only for the use of the addressee. If you are not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. Be aware that most communications with LAHSA are subject to disclosure under the California Public Records Act. If you received this e-mail in error, please immediately notify the sender by replying to this communication or by telephone at [213-683-3338](tel:213-683-3338). Thank you.

--
Brooke Rios

Executive Director
New Los Angeles Charter Schools
1919 S. Burnside Avenue
Los Angeles, CA 90016
T: 323.939.6400
F: 323.939.6411
www.NewLosAngeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Sunday, January 13, 2019 9:45 PM
To: xlira@newlosangeles.org
Subject: Fwd: <1/11/19 Bargaining Update> Final Charter Leader Reminders for Monday's Strike

Sent from my iPhone

Begin forwarded message:

From: Cassy Horton <chorton@ccsa.org>
Date: January 13, 2019 at 7:52:36 PM PST
Cc: Chris Copolillo <ccopolillo@ccsa.org>, Keith Dell'Aquila <KDellAquila@ccsa.org>, Jason Rudolph <jrudolph@ccsa.org>, Luis Figueroa <lfigueroa@ccsa.org>
Subject: <1/11/19 Bargaining Update> Final Charter Leader Reminders for Monday's Strike

Hello everyone,

I hope you had a restful weekend. Our team will be ready to support you with any questions, concerns, or issues as early as 6:00am tomorrow morning (or earlier, if needed).

Here are a few final updates we want to make sure you have before tomorrow:

- **CCSA Contacts**
Please save our cell phone numbers and reach out with issues or concerns if you cannot get the support you need. We will be checking email periodically but our cell phone numbers will be the best way to reach us.
Chris Copolillo Jason Rudolph Keith Dell'Aquila
(804) 398-8975 (213) 248-1398 (213) 864-6310
- **LAUSD Police**
Please call LAUSD School Police as your first line of defense. Charter School Division staff will be dispatched to school sites, and will not be able to provide support tomorrow.
The LA School Police Watch Command number is (213) 625-6631.
- **Media**
We strongly recommend that you, your staff, and families avoid media engagement tomorrow. As a reminder, you can encourage staff to use this statement instead of engaging with the press, and we suggest you do the same: [Sample Statement for Charter Schools to Give to Media During LAUSD Strike](#)
- **Arrive Early**
For co-located schools, we recommend you and your staff arrive as early as 6am. We anticipate UTLA may block your entrances and parking. This will minimize the likelihood of challenges getting adults on campus.
- **Managing Disruptions**
Please do everything you can to keep things calm at your school site, and not to escalate issues. We know that while UTLA members have been asked to keep things civil, there will be others on the picket line. We want to be the best role models possible for our students, families, and staff. See our picketing guide for more information. If appropriate and safe, please document any disruptions and let us know what transpired after you deal with the incident and staff, families, and students are safe. [Picketing Guide](#)
- **Student Recruitment and Enrollment**
We recommend you do not proactively recruit students in this contentious political environment. We recommend you focus on student safety and operations instead. As a

reminder, you must enroll any student who applies you have room for, but active recruitment in this political environment is not advisable. Please see CCSA's stance [here](#).

- **Member Call at 5pm**

Please join us for a 5pm member call tomorrow. You should already have the calendar invite. If not, let us know. During the call we will debrief the day's events, share information, intelligence, and tips, and flag resources members need to prepare for Tuesday.

If you have any questions, please do reach out.

Many thanks,

Cassy

Cassy Horton

Managing Director, Regional Advocacy, Greater Los Angeles

California Charter Schools Association

Cell: 213-926-7763

Email: chorton@ccsa.org



Registration for the 26th Annual California Charter Schools Conference is open! [Register today and save!](#) The conference will be held March 11-14, 2019 at the Sacramento Convention Center. We look forward to seeing you there!

From: Cassy Horton

Sent: Friday, January 11, 2019 6:38 PM

Cc: Chris Copolillo <ccopolillo@ccsa.org>; Keith Dell'Aquila (KDellaquila@ccsa.org)

<KDellaquila@ccsa.org>; Jason Rudolph <jrudolph@ccsa.org>; Luis Figueroa <lfigueroa@ccsa.org>

Subject: <1/11/19 Bargaining Update> UTLA Declares Strike on Monday; CCSA Calls for Civil, Safe Demonstrations

Importance: High

Dear Los Angeles Charter Leaders,

We write with today's updates and news coverage regarding bargaining between UTLA and the District, including **UTLA's announcement that they have rejected the latest offer from the District and they will strike on Monday. We will let you know immediately if this changes over the weekend, but you should be prepared for a strike.**

As we have noted throughout the strike threat, UTLA has proposed policies that would be harmful to charters as part of bargaining. While the District has not moved since Monday to meet their demands, we remain prepared to advocate against any proposals that would harm our schools.

We recommend that you do a final round of communications with families and staff that UTLA will strike Monday; you can use our updated letter to families to communicate the new date and guidance on speaking to the media. To communicate updates and information on the strike to staff, can use [this letter to staff](#) and this [FAQ for Charter educators](#).

Our team will be prepared to support you during Monday's strike. Again, with logistical or media issues on Monday morning and afterwards, should the strike continue, please contact your Regional Advocacy Director:

Chris Copolillo Jason Rudolph Keith Dell'Aquila

(804) 398-8975 (213) 248-1398 (213) 864-6310

ccopolillo@ccsa.org jrudolph@ccsa.org kdellaquila@ccsa.org

In addition, please plan to join us at 5PM on Monday for an evening member call.

As always, please contact our team with any questions, and review consequential news media clips and CCSA-provided resources below:

- **The District offered to allocate additional funding to reduce class size in a last-ditch effort to avert a strike - and it did not include anything new on charters.** In the press conference at which this was announced by Superintendent Beutner and Board President Garcia, Austin Beutner announced that he would specifically appeal to Governor Newsom for help in resolving the crisis, since UTLA's offer had not moved.
- **CCSA Sends Open Letter to Alex Caputo-Pearl Regarding Student Safety and Charter Rhetoric** Today, CCSA CEO and President Myrna Castrejón sent an open letter to United Teachers of Los Angeles (UTLA) President Alex Caputo-Pearl asking him to stop pitting public schools against each other, raising concerns with his anti-charter rhetoric, and asking UTLA to work together to increase funding for all public schools. We cc'd LAUSD board members and the Superintendent on this letter, and shared with the media. The letter also emphasized that the most important thing, if there is a strike, is to ensure student safety. We hope this letter will push UTLA to de-escalate anti-charter tensions as they plan for a strike, but we are prepared, as always, to support your students, families, and schools through any challenges on Monday and Tuesday next week.

We encourage you to share this letter (attached and linked below) broadly as you see fit, whether it be with your school community or your own network. Here is a sample social media posts:

"All California public schools need more money from the state so we can do more to support our most vulnerable students. If UTLA strikes in LAUSD, let's a good example for the kids we all care so much about from both District and charter public schools."

<http://www.ccsa.org/blog/2019/01/an-open-letter-from-ccsa-ceo-and-president-myrna-castrejon-to-utla-president-alex-caputo-pearl.html>

- **SEIU Local 99 announced that they expected most members to be at work, but that members at 10 campuses would sympathy strike.** It appears that only one co-located charter school will be implicated by the SEIU strikes, and that member has been notified by us and CSD.

We have updated member resources and are sharing new guidance. Our recently **UPDATED Strike Preparedness How-To Guide for Charter School Leaders** includes a complete list of all member resources, including:

- **NEW:** [Updated letter to families with new strike date and recommendations on interacting with members of the media.](#)
- **NEW:** [Sample Statement for Charter Schools to Give to Media During LAUSD Strike](#)
- **NEW:** [Charter Educator Update on UTLA's Open Letter to Charter Teachers](#) (Please review this resources with your legal counsel before distributing to your staff, particularly if you have unique school-specific labor considerations.)
- As a reminder, the **LA School Police Watch Command number is (213) 625-6631.** Detailed information on contacting law enforcement is available in our [Picketing Guide](#).

In an effort to equip members to focus on serving kids while we tackle the broader narrative, CCSA has created the following NEW resource page for media on the strike. As a reminder, if you receive media inquiries, please **let your RA Director know**, and then use **this NEW statement to refer reporters to us.**

- [KPCC/LAist on 1/11: Monday's Teachers Strike Highly Likely. Union Rejects Latest LAUSD Offer](#)
- [LA Times on 1/11: Austin Beutner makes LAUSD teachers new offer, but talks end with strike still likely](#)

Please rest this weekend and know we are here to support you as needed any time, including first thing Monday morning.

Cassy, Chris, Keith, Jason, Luis and the entire CCSA team

Cassy Horton

Managing Director, Regional Advocacy, Greater Los Angeles
California Charter Schools Association

Cell: 213-926-7763

Email: chorton@ccsa.org



Registration for the 26th Annual California Charter Schools Conference is open! [Register today and save!](#) The conference will be held March 11-14, 2019 at the Sacramento Convention Center. We look forward to seeing you there!

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Thursday, January 24, 2019 2:50 PM
To: Xochitl Lira
Subject: Fwd: <1/24/19 Update> Toolkit for Action re Vladovic Charter Cap Resolution Vote Next Tuesday
Attachments: UTLA-LAUSD Tentative Agreement Full Text 012219.pdf; LAUSD Charter Moratorium Rally Flyer - January 2019.pptx

----- Forwarded message -----

From: **Cassy Horton** <chorton@ccsa.org>
Date: Thu, Jan 24, 2019 at 2:35 PM
Subject: <1/24/19 Update> Toolkit for Action re Vladovic Charter Cap Resolution Vote Next Tuesday
To:
Cc: Keith Dell'Aquila <KDellAquila@ccsa.org>, Chris Copolillo <ccopolillo@ccsa.org>, Luis Figueroa <lfigueroa@ccsa.org>, Jason Rudolph <jrudolph@ccsa.org>, Lee Condon <lcondon@ccsa.org>, Myrna Castrejon <mcastrejon@ccsa.org>

Dear LA Charter Leaders,

We will resume our daily member calls tomorrow evening at 5pm to give the latest updates on our collective progress to defeat Vladovic's charter cap resolution. The LA RA team will be reaching out today to understand what support you need to execute on this effort.

Coming out of the LAUSD/UTLA contract negotiations and strike, we must mobilize as a community to advocate together, drive a positive charter narrative, and protect student academic achievement and high quality schools. Our first critical collective step to do this work will be to stand together against a resolution that will trigger damaging policies here in LA and across the state for students, families, and charter schools.

We expect the board to vote on a resolution from Richard Vladovic next Tuesday, January 29 as an outcome of the UTLA/LAUSD verbal "agreement" announced Tuesday. The resolution (attached) asks the State legislature to pass a charter cap within LAUSD only. This resolution has real implications; we anticipate that legislators would use this invitation from the LAUSD board as the reason to pass a charter cap, and would point to our Board Members as being the reason for doing so. **We must advocate against this this resolution over the next five days to give board members the support they need to vote no on this damaging policy proposal.**

We will do two things to defeat this resolution:

- **Mobilize as many members of your school community as you can to rally in front of L.A. Unified at 10:30am next Tuesday. Our goal is to turn our 2,000 charter supporters from your collective schools in a broad demonstration of support for charters. Supporters will be able to leave by 1:30pm. Lunch will be provided. (flyer attached in English, forthcoming in Spanish)**
- **Create a groundswell of support for charters and against this resolution with our board members leading up to Tuesday using the resources and plan below.**

This is the biggest challenge our community has faced in years, and we are the most united we have ever been. Together we can defeat the resolution and reshape the conversation about charter schools in LA. To do this, we ask you to use the resources below with your school community starting today.

Please note that the plan described below is a sample framework to start with. You know what works best for your community. We can help you customize resources, counsel on other strategies, and entirely support whatever mobilization makes the most sense for you.

THURSDAY 10/24

- Personally call, text or email board members you have a close relationship with. Thank folks who have been supportive, and ask them to hold strong. Let them know what you will be doing to mobilize and why this matters. [Use these talking points.](#)
- [Email this message to your school community](#) (parents, staff, board members-- translated). The message explains the threat that this resolution poses to their charter school and asks them to take action now by emailing board members.
- [Email Luis Figueroa directly](#) to let us know of any especially influential member of your community who can contact board members directly to ask them to vote no - we will provide you with talking points for those direct conversations with the board, and we will ask you to report back on the status of those conversations so we can track progress.
- [Email Luis Figueroa directly with numbers for your school community](#) that you plan to turn out for Tuesday's rally at LAUSD, and how many buses you plan to use. For us to secure resources for Tuesday, we need to understand how many people we can turn out - please be prepared to tell us how many supporters you can coordinate, and if you would benefit from a bus reimbursement, should we be able to secure resources.

FRIDAY 1/25

- Friday Morning: [Email this Day 2 message to your school community](#) (parents, staff, board members, translation forthcoming) and
- Asks them [post a personal note on Board Members' Facebook/Twitter](#) pages asking them to vote today or over the weekend. (*sample posts forthcoming*)
- Report a final count for turnout on Tuesday to Luis Figueroa.

MONDAY 1/28

- [Send Day 3 email message](#) to your school community asking them to make a final push with a call or an email.
- Send personal reminder emails to board members thanking them again for their work and asking them to hold strong.

TUESDAY 1/29

- Attend Rally at Beaudry from 10:30am-1:30pm with your school community.
- Encourage your community to continue post on social media. (*sample posts forthcoming*)

If you have questions, need support or resources, please let us know.

Onward!

Cassy

Cassy Horton
Managing Director, Regional Advocacy, Greater Los Angeles
California Charter Schools Association

Cell: 213-926-7763
Email: chorton@ccsa.org
Website: www.ccsa.org



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Brooke Rios, Executive Director
1919 S. Burnside Avenue, Los Angeles, CA 90025
T (323) 939-6400 ext. 1108 | F (323) 939-6411
newlosangeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, February 19, 2019 10:40 AM
To: Xochitl Lira
Subject: Fwd: Board

----- Forwarded message -----

From: Matt Albert <albert.matt@gmail.com>
Date: Tue, Feb 19, 2019 at 10:30 AM
Subject: Re: Board
To: Brooke Rios <brios@newlosangeles.org>

Susan is Sec
Chair of the finance committee is usually treas so Peter.

On Tue, Feb 19, 2019 at 10:04 AM Brooke Rios <brios@newlosangeles.org> wrote:

Hi,

Who are the current secretary and treasurers?

BR



Brooke Rios, Executive Director
1919 S. Burnside Avenue, Los Angeles, CA 90025
T (323) 939-6400 ext. 1108 | F (323) 939-6411
newlosangeles.org



Brooke Rios, Executive Director
1919 S. Burnside Avenue, Los Angeles, CA 90025
T (323) 939-6400 ext. 1108 | F (323) 939-6411
newlosangeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Thursday, February 07, 2019 6:27 PM
To: xlira@newlosangeles.org
Subject: Fwd: Civil Rights Data Collection for SY 2017-18 is Now Open!

Sent from my iPhone

Begin forwarded message:

From: crdc@ed.gov
Date: February 7, 2019 at 6:22:42 PM PST
To: brios@newlosangeles.org
Subject: Civil Rights Data Collection for SY 2017-18 is Now Open!

Dear Civil Rights Data Collection Respondent,

The Civil Rights Data Collection (CRDC) submission system for the 2017–18 school year will open to Local Educational Agencies (LEAs) beginning February 4, 2019. The Department of Education Organization Act grants the Office for Civil Rights (OCR) the authority to “collect or coordinate the collection of data necessary to ensure compliance with civil rights laws under the jurisdiction of the Office for Civil Rights”. [20 U.S.C. 3413(c)(1)]

Before you are able to access the CRDC submission system, your account needs to be verified. Please confirm your account by clicking the account confirmation link below. Once confirmed, you will be able to access the CRDC submission system and begin submitting data. Please verify your account and start the data submission process as soon possible. Your district’s completion of the CRDC is mandatory.

Account Confirmation Link:

<https://surveys.nces.ed.gov/crdc/UserAccount/NewEmail/Confirm/otGDX6nWLUXsb7diLtQtGQ>

Username: brios@newlosangeles.org

To ensure system performance is maintained, the 2017–18 CRDC will have staggered open and close dates based on region. The open and close dates, and states associated with each region, are listed below. Each region has the standard 75 calendar days from their assigned open date to submit data.

Phase 1: East Coast LEAs: Opening February 4, 2019 and closing April 22, 2019

States included in this region: CT, DE, FL, GA, IN, ME, MD, MA, MI, NH, NJ, NY, NC, OH, PA, RI, SC, VT, VA, DC, WV, and PR.

Phase 2: Central LEAs: Opening February 6, 2019 and closing April 24, 2019

States included in this region: AL, AR, IL, IA, KS, KY, LA, MN, MS, MO, NE, ND, OK, SD, TN, TX, and WI

Phase 3: West Coast (including Mountain, Alaska, and Hawaii) LEAs: Opening February 08, 2019 and closing April 26, 2019

States included in this region: AK, AZ, CA, CO, HI, ID, MT, NV, NM, OR, UT, WA, and WY

Over the course of the data submission period, the CRDC Partner Support Center (PSC) will distribute emails on a regular basis from multiple electronic mailing lists. These messages will contain important information related to the data submission, including tips to help make the data submission process as easy as possible and keep you updated on your district's progress. We strongly encourage you to add the following Internet domain names to your trusted senders list as soon as possible. This will ensure that email correspondence are not categorized as spam.

@ed.gov
@edlistservs.org
@aemcorp.com

Please take the following steps to add these email addresses to your trusted senders list. Contact your IT department for assistance in adding email addresses to your trusted senders list.

1. Select Actions from the toolbar at the top of the screen.
2. Select Junk E-mail.
3. Select Junk E-mail Options.
4. Click the Safe Sender tab.
5. Click Add.
6. Type in the email address you wish to add to your safe sender list.

Click OK.

The following documents are available to help you prepare for the CRDC:

- How to Create Additional User Accounts:
<https://crdc.grads360.org/#communities/pdc/documents/7735>
- Complete List of Data Elements for the 2017-18 Collection:
<https://crdc.grads360.org/#communities/pdc/documents/17128>
- Data Topics by Collection Timeframe:
<https://crdc.grads360.org/#communities/pdc/documents/5240>
- Screenshots of the Data Submission System:
<https://crdc.grads360.org/#communities/pdc/documents/7210>
- How to Organize Data Submissions:
<https://crdc.grads360.org/#communities/pdc/documents/5592>
- Data Collection Template, School Form (in MS Excel format):
<https://crdc.grads360.org/#communities/pdc/documents/17576>
- Data Collection Template, LEA Form (in MS Excel format):
<https://crdc.grads360.org/#communities/pdc/documents/17574>

To access additional resources such as instructional videos, collection templates, technical assistance documents and data tips to assist in the submission of data, please visit the CRDC Resource Center at <https://crdc.grads360.org/>.

If you have questions regarding this mandatory data collection, please contact the CRDC PSC. The CRDC PSC provides technical assistance to school districts on behalf of the U.S. Department of Education. The PSC is available to address questions Monday through Friday between 8:00 a.m. and 6:00 p.m. Eastern time.

Thank you,

CRDC Partner Support Center

Telephone: 855-255-6901

Fax: 888-329-3336

E-mail: crdc@aemcorp.com

CRDC Resource Center: <https://crdc.grads360.org>

Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Friday, January 18, 2019 4:01 PM
To: Brooke Rios; bgoldberg@newlosangeles.org
Subject: Fwd: Contract

I can add within 30 days. What do you think about the interest part?

Xochitl

Begin forwarded message:

From: aeroth05@gmail.com
Date: January 18, 2019 at 3:40:05 PM PST
To: Xochitl Lira <xlira@newlosangeles.org>
Subject: Re: Contract

Hi Xochitl,

There is one major issue I also found under payment. Reasonable amount of time to get paid should say within 30 days of receiving my invoice or interest will be accrued.

Thank you,

Ashley

Sent from my iPhone. Please excuse incorrect autocorrect and brevity.

On Jan 17, 2019, at 12:16 PM, Xochitl Lira <xlira@newlosangeles.org> wrote:

Hi Ashley,

Attached is the updated contract. I will give you a call in the next couple of minutes to discuss it.

--

Xochitl Lira, Ed.D.
Director of Operations
New Los Angeles Charter Schools
1919 S. Burnside Avenue
Los Angeles, CA 90016
T: 323.939.6400
F: 323.939.6411
www.NewLosAngeles.org

<Schwartz New LA Independent Contractor Agreement.pdf>

Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Friday, January 18, 2019 4:01 PM
To: Brooke Rios; bgoldberg@newlosangeles.org
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Thank you,

Ashley

Sent from my iPhone. Please excuse incorrect autocorrect and brevity.

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Hi Ashley,

Attached is the updated contract. I will give you a call in the next couple of minutes to discuss it.

--

Xochitl Lira, Ed.D.
Director of Operations
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www.NewLosAngeles.org

<Schwartz New LA Independent Contractor Agreement.pdf>

Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Tuesday, January 22, 2019 10:03 AM
To: Brooke Rios
Subject: Fwd: Contract
Attachments: Doc Jan 22, 2019, 09_58.pdf

We have a signed contract. I will get your signature on Thursday once I have the original.

----- Forwarded message -----

From: aeroth05@gmail.com
Date: Tue, Jan 22, 2019 at 10:00 AM
Subject: Contract
To: <xlira@newlosangeles.org>

Good Morning,

Please see my attached contract. As discuss, I will bring in my W9 and the original contract on my start for Thursday. Please confirm Thursday start date if this work for you.

Looking forward!

Thank you,

Ashley

Sent from my iPhone. Please excuse incorrect autocorrect and brevity.

--

Xochitl Lira, Ed.D.
Director of Operations
New Los Angeles Charter Schools
1919 S. Burnside Avenue
Los Angeles, CA 90016
T: 323.939.6400
F: 323.939.6411
www.NewLosAngeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Monday, February 04, 2019 9:51 AM
To: Xochitl Lira
Subject: Fwd: Culver City Veterans Memorial Building

----- Forwarded message -----

From: **Brooke Rios** <brios@newlosangeles.org>
Date: Fri, Feb 1, 2019 at 3:43 PM
Subject: Culver City Veterans Memorial Building
To: Xochitl Lira <xlira@newlosangeles.org>

Check it out:

<https://www.culvercity.org/city-hall/information/facility-rentals/veterans-memorial-building-rentals>



Brooke Rios, Executive Director
1919 S. Burnside Avenue, Los Angeles, CA 90025
T (323) 939-6400 ext. 1108 | F (323) 939-6411
newlosangeles.org



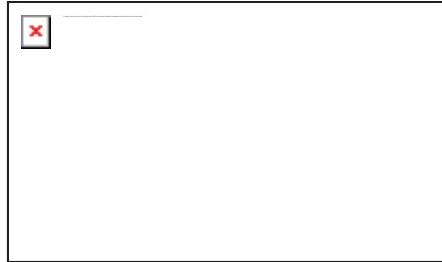
Brooke Rios, Executive Director
1919 S. Burnside Avenue, Los Angeles, CA 90025
T (323) 939-6400 ext. 1108 | F (323) 939-6411
newlosangeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Saturday, January 26, 2019 7:07 PM
To: Xochitl Lira
Subject: Fwd: deposit due

----- Forwarded message -----

From: **AMBER EVENTS** <noreply@aisleplanner.com>
Date: Sat, Jan 26, 2019 at 5:45 PM
Subject: deposit due
To: Brooke Rios <brios@newlosangeles.org>



Hi Brooke,

Here is the invoice that breaks up payments into three installments. It would be most efficient to have someone from your team pay via the link using banking info (ACH). Otherwise we can also do old fashioned snail mail, check.

Please let me know!

Nira

[View Invoice](#)



Brooke Rios, Executive Director
1919 S. Burnside Avenue, Los Angeles, CA 90025
T (323) 939-6400 ext. 1108 | **F** (323) 939-6411
newlosangeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Monday, February 25, 2019 1:06 PM
To: Xochitl Lira
Subject: Fwd: [erate.newla] C2 Pricing Form Result #2860585

----- Forwarded message -----

From: **Formsite** <form_engine@fs28.formsite.com>
Date: Mon, Feb 25, 2019 at 1:01 PM
Subject: [erate.newla] C2 Pricing Form Result #2860585
To: <erate.newla@learningtech.org>

C2 Pricing Form Summary

Item Description	Quantity	Amount
L1 Eligible Per Unit Cost	20	\$8,000.00
L1 Ineligible Per Unit Cost	0	\$0.00
Sub Total		\$8,000.00
Non-Taxable		\$0.00
Eligible Shipping Costs	1	\$0.00
Eligible Installation/Labor Cost	1	\$0.00
Ineligible Shipping Costs	1	\$0.00
Ineligible Installation/Labor Cost	1	\$0.00
Total		\$8,000.00

Reference #	2860585
Status	Confirmed
Login Username	ronherman
Login Email	ron@bccs.com
Applicant Name:	New Los Angeles Charter Schools
New Los Angeles Charter Schools Form 470#	190021130
Applicant Email address	New Los Angeles Charter Schools

Vendor Company Name	Blue Chip Computer Systems
Service Provider Identification Number (SPIN)	143048876
Vendor Representative	Ron Herman
Vendor E-Mail Address	ron@bccs.com
Vendor Phone Number	3104100126
Service Type	Basic Maintenance on Internal Connections
This pricing form responds to RFP section	B.2
L1 Function (Per Form 470)	WAP
L1 Item Description (Make & Model etc.,)	BMIC WAP
L1 Is installation included in price?	No
L1 Eligible Quantity	20
L1 Eligible Per Unit Cost	400
L1 Ineligible Quantity	0
L1 Ineligible Per Unit Cost	0.00
L1 Tax %	Non-Taxable
L1 Eligible Line item total + Tax	8000.00
L1 Ineligible Line item total + Tax	0.00
Eligible Subtotal	8000.00
Eligible Tax Subtotal	0.00
Eligible Shipping Costs	0.00
Eligible Installation/Labor Cost	0.00
Ineligible Subtotal	0.00
Ineligible Tax Subtotal	0.00
Ineligible Shipping Costs	0.00
Ineligible Installation/Labor Cost	0.00
Total Eligible Cost	8000.00
Total Ineligible Cost	0.00
Ineligible + Eligible Total Cost	8000.00

Signature of Authorized Representative



Last Update	2019-02-25 14:58:46
Start Time	2019-02-25 14:55:38
Finish Time	2019-02-25 14:58:46
IP	47.151.153.251
Browser	IE
OS	Windows
Referrer	https://fs28.formsite.com/kQm1gu/form1/form_login.html

This email was sent to erate.newla@learningtech.org as a result of a form being completed.
[Click here](#) to report unwanted email.

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You received this message because you are subscribed to the Google Groups "erate.newla" group.
To unsubscribe from this group and stop receiving emails from it, send an email to
erate.newla+unsubscribe@learningtech.org.



Brooke Rios, Executive Director
1919 S. Burnside Avenue, Los Angeles, CA 90025
T (323) 939-6400 ext. 1108 | F (323) 939-6411
newlosangeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Saturday, February 16, 2019 3:39 PM
To: xlira@newlosangeles.org
Subject: Fwd: [erate.newla] ERATE Proposal Attached for New Los Angeles Charter Schools newla_y22_470_c2 - 190021130
Attachments: Cytranet eRate Proposal.pdf; Untitled attachment 00003.htm

Sent from my iPhone

Begin forwarded message:

From: Juan Carlos Alonso <jalonso@cytranet.com>
Date: February 16, 2019 at 2:40:29 AM PST
To: erate.newla@learningtech.org
Subject: [erate.newla] ERATE Proposal Attached for New Los Angeles Charter Schools
newla_y22_470_c2 - 190021130
Reply-To: jalonso@cytranet.com

Hello,

My name is Juan Carlos with Cytranet. I found your eRate request for New Los Angeles Charter Schools. I have attached a proposal that includes services you are requesting. If a provider has already been awarded, please disregard this proposal. If it is required that proposals be mailed in, please let me know the address and I can send it.

Our SPIN is 143051061.

Thank you,
Juan Carlos Alonso
Cytranet
480-401-5000

Erate 470:

http://publicdata.usac.org/SL/Prd/Form470/17003606/190021130/Original/USAC_FCC_FORM_470_APP_LICATION_190021130_CERTIFIED.pdf

Description:

Service Address:

1919 S. Burnside Avenue
Los Angeles, CA 90016

--

You received this message because you are subscribed to the Google Groups "erate.newla" group.
To unsubscribe from this group and stop receiving emails from it, send an email to
erate.newla+unsubscribe@learningtech.org.

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Monday, February 25, 2019 1:25 PM
To: xlira@newlosangeles.org
Subject: Fwd: [erate.newla] New Los Angeles Charter Schools 190021130
Attachments: image001.png; Untitled attachment 00003.htm; image002.jpg; Untitled attachment 00006.htm; image003.jpg; Untitled attachment 00009.htm; Ron Herman.vcf; Untitled attachment 00012.htm

Are you also getting all of these emails? Do I forward these to you?

Sent from my iPhone

Begin forwarded message:

From: Ron Herman <ron@bccs.com>
Date: February 25, 2019 at 1:23:58 PM PST
To: "erate.newla@learningtech.org" <erate.newla@learningtech.org>
Subject: [erate.newla] New Los Angeles Charter Schools 190021130

I just want to confirm if I filled out the forms provided correctly. The form numbers are 2860627 and 2860585.

Thanks,

Ron Herman

Please check out our new pursuit:

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Monday, February 25, 2019 1:06 PM
To: Xochitl Lira
Subject: Fwd: [erate.newla] Your Form 470 E-Rate Application - Proposal Response
Attachments: Omicron FY2019 Proposal.xlsx

----- Forwarded message -----

From: <charles@omicrontechnologies.net>
Date: Mon, Feb 25, 2019 at 1:01 PM
Subject: [erate.newla] Your Form 470 E-Rate Application - Proposal Response
To:

Good morning.

Attached, please find a proposal in response to the form 470 your organization has posted.

To customize this proposal to your specific needs, please adjust the informational, discount level and quantity fields that are highlighted. Then, please return the customized proposal to me via email so I may forward a final contract to you that includes any shipping and installation fees.

Thank you in advance for your consideration.

-Charles S Skinner
President, Omicron Technologies LLC
charles@omicrontechnologies.net

--
You received this message because you are subscribed to the Google Groups "erate.newla" group.
To unsubscribe from this group and stop receiving emails from it, send an email to
erate.newla+unsubscribe@learningtech.org.



Brooke Rios, Executive Director
1919 S. Burnside Avenue, Los Angeles, CA 90025
T (323) 939-6400 ext. 1108 | F (323) 939-6411
newlosangeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, January 22, 2019 2:41 PM
To: Xochitl Lira
Subject: Fwd: FW: 03154 Local Agency Procurement Review Completed with Further Action Required
Attachments: COMPLIANCE FORM.pdf; 03154 New Los Angeles Charter School - General Procurement Procedure - _TA.pdf; 03154 New Los Angeles Charter School - Formal Procurement (IFB & RFP) - Revolution Foods_TA.pdf

Hi,

Can we discuss this tomorrow?

Thanks!

----- Forwarded message -----

From: Rick Gardenour <RGardenour@cde.ca.gov>
Date: Tue, Jan 22, 2019 at 2:28 PM
Subject: FW: 03154 Local Agency Procurement Review Completed with Further Action Required
To: brios@newlosangeles.org <brios@newlosangeles.org>

Hello Brooke,

The email below was mistakenly sent to Matt Albert therefore, I am forwarding a copy to you. Thank you.

Rick Gardenour, Analyst

Procurement Resources Unit

Nutrition Services Division

1430 N Street, Suite 4503

Sacramento, Ca 95814

Phone 916-445-4308

Fax 916-445-5731

rgardenour@cde.ca.gov

<http://www.cde.ca.gov/>

Keep up-to-date on the latest AR requirements, resources, and helpful tips by visiting the new CDE SNP AR Web page at <http://www.cde.ca.gov/ls/nu/ar/arsnp.asp>.

From: Rick Gardenour
Sent: Tuesday, January 22, 2019 9:35 AM

To: xlira@newlosangeles.org; xlira@newlosangeles.org; malbert@newlosangeles.org; malbert@newlosangeles.org
Subject: 03154 Local Agency Procurement Review Completed with Further Action Required

03154-SN-19-CS
New Los Angeles Charter School

Dear Dr Xochitl Lira, Dr Xochitl Lira, Dr Matthew Albert, Dr Matthew Albert:

The U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) requires the California Department of Education (CDE) to conduct Local Agency Procurement Reviews.

The CDE Nutrition Services Division (NSD), Procurement Resources Unit (PRU) recently conducted a Local Agency Procurement Review of your agency, New Los Angeles Charter School, for School Year 2017–18. Thank you for your cooperation during this off-site review and your availability to answer questions and provide additional information. Your agency was very receptive to CDE's recommendations and guidance.

Your Local Agency Procurement Review is now complete. This email provides a summary of items found to be noncompliant according to federal regulations:

The PRU reviewed the following vendors:

- Procurement Procedures and Code of Conduct
- Formal Purchase – Revolution Foods

Please note that not all errors are recorded in this summary. For more detail, please refer to the attached Procurement Errors document.

Definitions

- **Procurement Errors**

Errors are noncompliant with federal regulations. Corrective action **must** be completed by your next procurement review

- **Technical Assistance**

Technical assistance (TA) is meant to assist you and your agency better understand guidance or implement guidance requirements. TA does not always mean your school district or agency made an error. If there is not an error, Best Practice recommendations may be provided to support your procurement methods, documentation, or procurement process.

- **Compliance Form**

Signature page acknowledging intent to comply and correct noted errors by the next Local Agency Procurement Review.

- **Micropurchase**

The acquisition of supplies or services. The aggregate dollar amount per transaction not to exceed the micropurchase threshold.

- **Small Purchase**

Small purchases are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. Price or rate quotations must be obtained from an adequate number of qualified sources.

- **Formal Purchase**

Procurement by sealed bids. Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the most responsive and responsible bidder whose bid conforms to all the material terms and conditions of the Invitation for Bids (IFB) or a Request for Proposal (RFP) and is the lowest in price. In the case of an RFP, either a fixed price or cost-reimbursement type contract is awarded.

Identified Errors

During the review, we identified the following **errors**:

- **Procurement Procedures and Code of Conduct document**

- Procurement Procedures
- Code of Conduct

- **Formal Purchase**

- Presolicitation (work prior to creating a solicitation)
- Evaluating and awarding to the most responsive and responsible vendor
- Documentation
 - Contract management
- Buy American Provision
- Required Contract Provisions

Technical Assistance

Technical assistance was given on the following date: January 10, 2019. Please note the following:

1. Your agency must be in compliance with federal and state regulations by correcting all errors before your next procurement review. To demonstrate compliance, all corrected documents, along with this Executive Summary, must be available at your next procurement review. Reviews are conducted on a three-year or six-year cycle. Program operators that contract with a food service management company (FSMC), or are a residential child care institution (RCCI), or are a private school or camp will be on the three-year cycle. For these agencies, their off-site Local Agency Procurement Review may be scheduled during their administrative review (AR).

Public school districts, charter schools, and county offices of education operating without an FSMC contract are on a six-year cycle. The off-site Local Agency Procurement Review for these agencies typically occurs every other time that an AR is scheduled.

2. All errors must be corrected immediately. Your next Local Agency Procurement Review may result in disallowance of future reimbursements and/or disallowance of contract cost(s) requiring repayment to the nonprofit school food service account from a nonfederal funding source if all identified errors are not corrected and your procurement does not comply with all federal, state and local requirements.
3. CDE will not disallow reimbursement claims as a result of your 2017–18 Local Agency Procurement Review, but your agency may be required to resolicit even if the contract allows for extensions.
4. The CDE Compliance Form (see Compliance attachment) must be completed and returned to appropriately close this review. The Compliance Form is **due on January 29, 2019**.

5. CDE acknowledges the federal regulations mandating standard record retention policy. However, because CDE is not requiring your agency to provide corrective action, we expect retention of all necessary documents that demonstrate correction of the identified errors until your next Local Agency Procurement Review.

CDE recommends that you visit our [Procurement in Child Nutrition Programs web page](#) for added guidance.

Should you have any questions or need additional technical assistance, please contact Rick Gardenour by phone at 916-445-4308 or by email at RGardenour@cde.ca.gov.

Disallowance(s) for Fiscal Year 2017–18

- **Contract amount disallowed: \$ 0**
- **Non-contracted amount disallowed: \$ 0**

This information has been referred to your CDE Child Nutrition Consultant.

Rick Gardenour, Associate Governmental Program Analyst
Procurement Resources Unit
Nutrition Services Division
California Department of Education
1430 N Street, Suite 4503
Sacramento, CA 95814
Phone: 916-445-4308
RGardenour@cde.ca.gov
NSDProcurementReview@cde.ca.gov
<http://www.cde.ca.gov/ls/nu/sn/fsmcproc.asp>

--

Brooke Rios
Executive Director
New Los Angeles Charter Schools
1919 S. Burnside Avenue
Los Angeles, CA 90016
T: 323.939.6400
F: 323.939.6411
www.NewLosAngeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Wednesday, January 23, 2019 2:28 PM
To: Xochitl Lira
Subject: Fwd: FW: Rent Check

Hi,

Can you update me on where we are at with this so I can respond?

----- Forwarded message -----

From: Rajan Dosaj <Rajan@coastmagnetics.com>
Date: Wed, Jan 23, 2019 at 2:18 PM
Subject: FW: Rent Check
To: brios@newlosangeles.org <brios@newlosangeles.org>

From: Rajan Dosaj
Sent: Wednesday, January 23, 2019 2:13 PM
To: Matt Albert <malbert@newlosangeles.org>; rgriffin@exed.net
Subject: Rent Check

We have not received the January rent check. Please advise.

Thank you

Rajan Dosaj

The information contained in this message may be subjected to International Traffic In Arms Regulations (ITAR) or Export Administration Regulations (EAR) Controls and may not be disclosed to any foreign person or firm, including foreign persons employed by or associated with your firm, without first complying with all requirements of the ITAR, 22 CFR 120-130, and the EAR, 15 CFR 730-774. The information contained in this message may be subjected to International Traffic In Arms Regulations (ITAR) or Export Administration Regulations (EAR) Controls and may not be disclosed to any foreign person or firm, including foreign persons employed by or associated with your firm, without first complying with all requirements of the ITAR, 22 CFR 120-130, and the EAR, 15 CFR 730-774.



Brooke Rios
Executive Director
T: 323-939-6400 F: 323-939-6411
Ext: 1108
www.newlosangeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Wednesday, January 16, 2019 5:53 PM
To: xlira@newlosangeles.org
Subject: Fwd: Graduation

Will you follow up?

Sent from my iPhone

Begin forwarded message:

From: Annette Granville <annette@newlifela.com>
Date: January 16, 2019 at 5:45:37 PM PST
To: Brooke Rios <brios@newlosangeles.org>
Subject: Graduation

Hi Brooke,

Please advise an approximate start and finish time of your event, how many will be attending and if you will

Require an additional day for rehearsal. Once I receive this information, I will present your request to our event team for their decision.

Thank you for your inquiry.

All the best,

Annette Granville

Administrative Assistant

2600 S. La Brea Ave

Los Angeles, CA 90016

323.330.6099

www.newlifela.com

IMPORTANT NOTICE: This communication, including attachments, contains information that may be confidential or privileged and is intended solely for the individual to whom it is addressed. If you are not the intended recipient, you should contact the sender and delete the message. Any unauthorized disclosure, copying, or distribution of this message is strictly prohibited.

From: Brooke Rios <brios@newlosangeles.org>

Date: Wednesday, January 16, 2019 at 1:14 PM

To: Brenda Rabb <brenda@newlifela.com>

Cc: Xochitl Lira <xlira@newlosangeles.org>

Subject: New LA Charter School Culmination

Hi Brenda,

Happy New Year! I hope all is well at New Life. I am checking back in about renting your facility for June 6, 2019. Please let me know if this is something we can explore.

Best wishes,

Brooke

--

Brooke Rios
Executive Director

New Los Angeles Charter Schools
1919 S. Burnside Avenue
Los Angeles, CA 90016
T: 323.939.6400
F: 323.939.6411
www.NewLosAngeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Monday, January 28, 2019 10:55 AM
To: Xochitl Lira
Subject: Fwd: Important Information about the Civil Rights Data Collection Opening for SY 2017–18

Let me know if you need anything from me on this? I assume this is all CALPADS?

----- Forwarded message -----

From: **Civil Rights Data Collection** <crdc2@edlistservs.org>
Date: Mon, Jan 28, 2019 at 10:07 AM
Subject: Important Information about the Civil Rights Data Collection Opening for SY 2017–18
To: <brios@newlosangeles.org>

Greetings,

We are pleased to announce that beginning on February 4, 2019, the Civil Rights Data Collection (CRDC) submission system for the 2017–18 school year will open to Local Educational Agencies (LEAs). To ensure system performance is maintained, the 2017–18 CRDC will have staggered open and close dates based on region. The open and close dates, and states associated with each region, are listed below. At a minimum, each region has the standard 75 calendar days from their assigned open date to submit data.

Phase 1: East Coast LEAs: Opening February 4, 2019 and closing April 22, 2019

States included in this region: CT, DE, FL, GA, IN, ME, MD, MA, MI, NH, NJ, NY, NC, OH, PA, PR, RI, SC, VT, VA, DC, and WV

Phase 2: Central LEAs: Opening February 6, 2019 and closing April 24, 2019

States included in this region: AL, AR, IL, IA, KS, KY, LA, MN, MS, MO, NE, ND, OK, SD, TN, TX, and WI

Phase 3: West Coast (Including Mountain, Alaska, and Hawaii) LEAs: Opening February 8, 2019 and closing April 26, 2019

States included in this region: AK, AZ, CA, CO, HI, ID, MT, NV, NM, OR, UT, WA, and WY

The submission system will open to a select number of State Educational Agencies (SEAs) that are assisting their LEAs with the 2017–18 school year data submission on January 23, 2019. Participating SEAs and LEAs have been notified.

On the day of your assigned submission open date, all identified Superintendents, Primary Points of Contact and Alternate Points of Contact will receive an email containing their username and web link to verify their account and create a password in the CRDC submission system. We strongly encourage you to add the following Internet domain names to your trusted senders list as soon as possible. This will ensure that email correspondence are not categorized as spam.

@edlistservs.org

[@aemcorp.com](#)

Please take the following steps to add these email addresses to your trusted senders list. Contact your IT department for assistance in adding email addresses to your trusted senders list.

1. Select Actions from the toolbar at the top of the screen.
2. Select Junk E-mail.
3. Select Junk E-mail Options.
4. Click the Safe Sender tab.
5. Click Add.
6. Type in the email address you wish to add to your safe sender list.
7. Click OK.

Over the course of the data submission period, the CRDC Partner Support Center (PSC) will distribute emails on a regular basis from multiple electronic mailing lists. These messages will contain important information related to the data submission, including tips to help make the data submission process as easy as possible and keep you updated on your district's progress. The following documents are also available to help you prepare for the CRDC:

- How to Create Additional User Accounts:
<https://crdc.grads360.org/#communities/pdc/documents/7735>
- Complete List of Data Elements for the 2017-18
Collection:<https://crdc.grads360.org/#communities/pdc/documents/17128>
- Data Topics by Collection Timeframe: <https://crdc.grads360.org/#communities/pdc/documents/5240>
- Screenshots of the Data Submission
System:<https://crdc.grads360.org/#communities/pdc/documents/7210>
- How to Organize Data Submissions: <https://crdc.grads360.org/#communities/pdc/documents/5592>
- Data Collection Template, School Form (in MS Excel format):
<https://crdc.grads360.org/#communities/pdc/documents/17576>
- Data Collection Template, LEA Form (in MS Excel
format):<https://crdc.grads360.org/#communities/pdc/documents/17574>

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If your school district has questions regarding this mandatory data collection, please contact the CRDC PSC. The CRDC PSC provides technical assistance to school districts on behalf of the U.S. Department of Education. The PSC is available for questions between 9:00 a.m. and 6:00 p.m. ET. *When contacting the PSC, please have your 7 digit LEA identifier readily available.*

Thank you,

CRDC Partner Support Center

Telephone: 855-255-6901

Fax: 888-329-3336

E-mail: crdc@aemcorp.com

CRDC Resource Center: <https://crdc.grads360.org>



Brooke Rios, Executive Director

1919 S. Burnside Avenue, Los Angeles, CA 90025

T (323) 939-6400 ext. 1108 | F (323) 939-6411

newlosangeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Thursday, January 24, 2019 4:18 PM
To: Xochitl Lira
Subject: Fwd: Invoice 1029 from Diane Reynolds MFT / Reflective Praxis Consulting
Attachments: Invoice_1029_from_Diane_Reynolds_MFT_Reflective_Praxis_Consulting.pdf

Hi Xochitl,

This is a PD invoice to be split between the two campuses.

BR

----- Forwarded message -----

From: Diane Reynolds MFT / Reflective Praxis Consulting <quickbooks@notification.intuit.com>
Date: Thu, Jan 24, 2019 at 3:39 PM
Subject: Invoice 1029 from Diane Reynolds MFT / Reflective Praxis Consulting
To: <brios@newlosangeles.org>
Cc: <dreynolds@reflectivepraxis.com>

Diane Reynolds MFT / Reflective Praxis Consulting

Dear Brooke,

I just sent an email your way, with the invoice attached for the WAKE-UP services last fall, but as I am now able to invoice directly through Quickbooks, I am also sending the invoice from within that program. To simplify payments, you may pay via the ACH bank transfer link provided (preferred), or via check or credit card. Please call or email if you should have any questions about the invoice.

Thank you!

Kind regards,

Diane Reynolds, MFT, IFECMHS, RPF II
Diane Reynolds MFT / Reflective Praxis Consulting

INVOICE 1029

DUE 02/08/2019

\$2,000.00

Review and pay

Powered by QuickBooks

Diane Reynolds MFT / Reflective Praxis Consulting

1460 7th St., Suite 300 Santa Monica, CA 90401

(310) 766-2360

dreynolds@reflectivepraxis.com

If you receive an email that seems fraudulent, please check with the business owner before paying, or you can forward the email to supof@intuit.com so we can look into it. Your security is important to us. Read more at security.intuit.com.



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1919 S. Burnside Avenue, Los Angeles, CA 90025
T (323) 939-6400 ext. 1108 | F (323) 939-6411
newlosangeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, February 12, 2019 10:33 AM
To: xlira@newlosangeles.org
Subject: Fwd: LCAP Next Steps & Retainer Invoice
Attachments: AB716.pdf; Untitled attachment 00288.htm; NLAES LCAP RETAINER.pdf; Untitled attachment 00291.htm; NLAMS LCAP RETAINER.pdf; Untitled attachment 00294.htm

Can you update her?

Sent from my iPhone

Begin forwarded message:

From: Anjanette Urdanivia <anjanette@apluscharterconsulting.com>
Date: February 12, 2019 at 10:23:53 AM PST
To: Brooke Rios <brios@newlosangeles.org>
Subject: Fwd: LCAP Next Steps & Retainer Invoice

Dear Brooke:

Just following up on the status of the retainer invoices (see email below).

Thank you,

*Anjanette Urdanivia, M.A.
A Plus Charter Consulting, Inc.
Educational Consultant
858.220.9439 cell*

*858.836.1120 fax
anjanette@apluscharterconsulting.com
Follow me on Twitter @anjanetteu
"Attempting to fix inner-city schools without fixing the city in which they are embedded in, is like trying to clean the air on one side of a screen door."
- Jean Anyon*

Begin forwarded message:

From: Anjanette Urdanivia <anjanette@apluscharterconsulting.com>
Subject: LCAP Next Steps & Retainer Invoice
Date: January 25, 2019 at 8:05:56 AM PST
To: Brooke Rios <brios@newlosangeles.org>

Dear Brooke:

Good morning. Thank you for sending the signed business agreements. Attached is the retainer invoice for both schools for processing.

As I mentioned in my emails and business agreement, there is a ton more work that needs to go into this LCAP, not to mention new/revised and additional templates, so this is why the agreement stated we would start the 2018-19 Annual Update and complete it no later than end of February 28, 2019; and meet to complete the 2019-20 LCAP by end of April. Starting in April (annual update) would not provide myself and Ryan enough time to complete the LCAP on time for your board meeting, because of the additional information, data and narratives we need to provide. Not to mention the political climate for charter schools is worsening and the LCAP will be the tool used by anti-charter groups and authorizers to call out charters, which eventually will impact charter renewal.

Ryan and I will be attending a workshop on Monday, on additional changes to the LCAP (can you believe the CDE is still making changes) and we're going to do some planning to schedule meeting dates. Please let me know if this works for you.

Also, I wanted to be sure that you had received my email back in Nov/Dec on AB716, where charter schools (effective Jan 1, 2019) can use their LCAP (as their SPSA) during SSC meetings. In other words, you are not required to develop a SPSA this year b/c you can use your LCAP. The SSC configuration has changed a bit. I'm attaching AB716 and I've highlighted the SSC configuration. Let me know if you have any questions.

Thank you,

*Anjanette Urdanivia, M.A.
A Plus Charter Consulting, Inc.
Educational Consultant
858.220.9439 cell*

858.836.1120 fax

anjanette@apluscharterconsulting.com

Follow me on Twitter @anjanetteu

"Attempting to fix inner-city schools without fixing the city in which they are embedded in, is like trying to clean the air on one side of a screen door."

- Jean Anyon

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, February 19, 2019 8:48 AM
To: xlira@newlosangeles.org
Subject: Fwd: LEA Has Not Started on the 2017-18 CRDC

Hi Xochitl,

Can you update me on this?

Sent from my iPhone

Begin forwarded message:

From: Civil Rights Data Collection <crdc2@edlistservs.org>
Date: February 19, 2019 at 7:06:23 AM PST
To: Brooke Rios <brios@newlosangeles.org>
Subject: LEA Has Not Started on the 2017-18 CRDC
Reply-To: crdc@aemcorp.com

Greetings,

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1. Navigate to the CRDC Submission System (<https://surveys.nces.ed.gov/CRDC/>)
2. Select the "Forgot your password" link on the home page (<https://surveys.nces.ed.gov/CRDC/UserAccount/PasswordReset>)
3. Enter your email address and select "Reset Password"
4. You will receive a system generated email from crdc@ed.gov that includes a link to reset your password. *Please note, your email address is your username when accessing the system.*

The CRDC submission system will close to LEAs beginning the week of April 22, 2019. We strongly encourage you to begin the submission process in order to and certify your data submission by the due date.

The Office for Civil Rights (OCR) is tracking the progress of districts throughout the data collection period and it is important that your data are complete, timely and accurate. The CRDC Partner Support Center (PSC) would like to offer several tips to assist you in submitting your data and certifying by the deadline.

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Throughout the CRDC, there are "indicator questions" that require a yes/no response. A "no" answer to an indicator question lets the CRDC submission system know that additional questions on that topic do not apply. The CRDC will skip these questions for you. For example, if a school indicates that no students

are enrolled in Advanced Placement (AP) Mathematics, the submission system will skip over the question asking for counts of students in AP Mathematics based on demographic subgroups.

Skip Logic and Auto-Zero Improvement

To relieve data entry burden, skip logic and auto-zero logic have been built into the submission system to automatically enter values where possible.

Skip logic refers to questions that do not need to be answered based on the response provided to a previous question. For example, if a respondent answers that preschool services are not provided by a school, any future questions pertaining to preschool would be skipped and respondents would not have to answer those questions.

Auto-zero logic applies when enrollment counts are reported as zero, such that later questions pertaining to a sub-set of the enrollment count will automatically have zeros filled in the response. For example, if overall enrollment for Hispanic Males is zero, any subsequent questions pertaining to Hispanic Males will be automatically filled with zero.

Integration between Flat File Upload and Data Entry

Users are able to choose between uploading data via a flat file or manually entering data into the submission system. Either method or a combination of both may be used to enter and correct data.

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LEAs have the ability to submit partial data files to the submission system. A specific LEA or school form record does not need to contain all data elements for the form. Subsequent submissions for a specific LEA or School form record need only contain additions or changes to data elements submitted previously. If previously submitted data need to be revised, users can simply re-submit the updated data for that individual school or LEA.

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Files:<https://crdc.grads360.org/#communities/pdc/documents/17714>

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Thank you,

CRDC Partner Support Center

Telephone: 855-255-6901

Fax: 888-329-3336

E-mail: crdc@aemcorp.com

CRDC Resource Center: <https://crdc.grads360.org>

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, January 08, 2019 6:20 PM
To: Xochitl Lira
Subject: Fwd: MiSiS Charter Project Phase 2 and Data Use Agreement Update Call (CCSA)
Attachments: invite.ics

Hi Xochitl,

Are you planning to be on this call?

----- Forwarded message -----

From: **Pamela Magee** <pmagee@palihigh.org>
Date: Tue, Jan 8, 2019 at 6:08 PM
Subject: MiSiS Charter Project Phase 2 and Data Use Agreement Update Call (CCSA)
To: Gina Plate <gplate@ccsa.org>, Chris Copolillo <ccopolillo@ccsa.org>, vbraimah@citycharterschools.org <vbraimah@citycharterschools.org>, dfoster@laalliance.org <dfoster@laalliance.org>, Cassy Horton <chorton@ccsa.org>, jshultz@greendot.org <jshultz@greendot.org>, Johnathan Williams <jwilliams@accelerated.org>, kward@cwlosangeles.org <kward@cwlosangeles.org>, linda@losfelizarts.org <linda@losfelizarts.org>, DRodriguez@paralosninos.org <DRodriguez@paralosninos.org>, hjoel@gabri.org <hjoel@gabri.org>, rdeomampo@wearesynergy.org <rdeomampo@wearesynergy.org>, jhur@cwlosangeles.org <jhur@cwlosangeles.org>, Annabelle Eliashiv <annabelle.eliashev@greendot.org>, cwagner@galsla.org <cwagner@galsla.org>, nbarriga@resoluteacademy.org <nbarriga@resoluteacademy.org>, Keith Dell'Aquila <KDellAquila@ccsa.org>, emorris@endeavorcollegeprep.org <emorris@endeavorcollegeprep.org>, fabio@renarts.org <fabio@renarts.org>, aberfield@newheightscharter.org <aberfield@newheightscharter.org>, ellavan@laalliance.org <ellavan@laalliance.org>, sandrade@wearesynergy.org <sandra@wearesynergy.org>, Sfigueroa@paralosninos.org <Sfigueroa@paralosninos.org>, briol@newlosangeles.org <briol@newlosangeles.org>, j.clark@villagecharteracademy.com <j.clark@villagecharteracademy.com>, framirez@myvaughncharter.com <framirez@myvaughncharter.com>, Vivian Haun <vhaun@ccsa.org>, erin.studer@chimeinstitute.org <erin.studer@chimeinstitute.org>

Dear Los Angeles Charter Leaders:

LAUSD should have sent you a new MISIS Data Usage Agreement, or will be sending it to you very shortly. We encourage you to hold off on signing until you have (1) reviewed with your counsel and (2) had an opportunity to hear important updates on the context and implications of the proposed agreements from CCSA. To that end, we invite you to please join CCSA's Regional Advocacy and Special Education teams for an important member call on Wednesday, December 12, 2018, from 11am-12pm to hear more on these critical updates and next steps.

Background

Last week you may have received a letter from CSD (attached to this email) providing an update on the District's compliance with the Modified Consent Decree (MCD) along with information about the roll-out of MiSiS Phase 2 and its required data submissions. Additionally, we're informed that beginning this week charter schools will receive a proposed amendment to the existing Phase 1 Data Use Agreement (DUA) that the District will ask you to sign and return by January 18, 2019. For the reasons set forth below, we strongly encourage you to hold off on signing the agreement; to join us on the member call described above; and to review the DUA and consult with your attorneys before taking any further action.

MiSiS Phase 1 and Phase 2 Data Points

You will recall that MiSiS Phase 1 required LAUSD-authorized charter schools to submit enrollment and directory-type data points pursuant to the Phase 1 DUA. Following significant back-and-forth with the District and tremendous input

from several charter schools and their legal counsel, 100% of LAUSD-authorized charter schools signed the Phase 1 DUA and are in the process of configuring their data. Consequently, Phase 1 implementation is nearly complete. However, the Phase 2 data points are significantly more expansive than Phase 1, and include sensitive information like student testing, discipline, ELL, and graduation data.

DUA Amendment Concerns

Rather than drafting a new DUA for Phase 2, the District has proposed an amendment that will simply apply the substantive terms of the Phase 1 DUA to all Phase 2 data. However, the underlying DUA contains language indicating that data collected may be used by the District not only for MCD compliance purposes, but also oversight purposes. We wanted to bring this language to your attention.

Recommended Next Steps

As outlined in the attached CSD letter, by the end of the 2018-19 school year the District expects all charter schools to complete configuration of their student information systems to enable data sharing. The District will then require schools to upload Phase 2 data at the start of the 2019-20 year. While we respect the effort to move Phase 2 forward, we believe it is in charter community's best interest to take the time to carefully review, with counsel, the DUA amendment as it applies to the Phase 2 data, and ensure the current agreement protects charter school autonomy by coordinating with the broader community. Please join next week's call for this reason.

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in: Security, archiving and compliance. To find out more [Click Here](#).

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Brooke Rios
Executive Director
New Los Angeles Charter Schools
1919 S. Burnside Avenue
Los Angeles, CA 90016
T: 323.939.6400
F: 323.939.6411
www.NewLosAngeles.org

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, February 19, 2019 8:48 AM
To: xlira@newlosangeles.org
Subject: Fwd: LEA Has Not Started on the 2017-18 CRDC

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Sent from my iPhone

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To: Gina Plate <gplate@ccsa.org>, Chris Copolillo <ccopolillo@ccsa.org>, vbraimah@citycharterschools.org <vbraimah@citycharterschools.org>, dfoster@laalliance.org <dfoster@laalliance.org>, Cassy Horton <chorton@ccsa.org>, jshultz@greendot.org <jshultz@greendot.org>, Johnathan Williams <jwilliams@accelerated.org>, kward@cwlosangeles.org <kward@cwlosangeles.org>, linda@losfelizarts.org <linda@losfelizarts.org>, DRodriguez@paralosninos.org <DRodriguez@paralosninos.org>, hjoel@gabri.org <hjoel@gabri.org>, rdeomampo@wearesynergy.org <rdeomampo@wearesynergy.org>, jhur@cwlosangeles.org <jhur@cwlosangeles.org>, Annabelle Eliashiv <annabelle.eliashev@greendot.org>, cwagner@galsla.org <cwagner@galsla.org>, nbarriga@resoluteacademy.org <nbarriga@resoluteacademy.org>, Keith Dell'Aquila <KDellAquila@ccsa.org>, emorris@endeavorcollegeprep.org <emorris@endeavorcollegeprep.org>, fabio@renarts.org <fabio@renarts.org>, aberfield@newheightscharter.org <aberfield@newheightscharter.org>, ellavan@laalliance.org <ellavan@laalliance.org>, sandrade@wearesynergy.org <sandra@wearesynergy.org>, Sfigueroa@paralosninos.org <Sfigueroa@paralosninos.org>, briol@newlosangeles.org <briol@newlosangeles.org>, j.clark@villagecharteracademy.com <j.clark@villagecharteracademy.com>, framirez@myvaughncharter.com <framirez@myvaughncharter.com>, Vivian Haun <vhaun@ccsa.org>, erin.studer@chimeinstitute.org <erin.studer@chimeinstitute.org>

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from several charter schools and their legal counsel, 100% of LAUSD-authorized charter schools signed the Phase 1 DUA and are in the process of configuring their data. Consequently, Phase 1 implementation is nearly complete. However, the Phase 2 data points are significantly more expansive than Phase 1, and include sensitive information like student testing, discipline, ELL, and graduation data.

DUA Amendment Concerns

Rather than drafting a new DUA for Phase 2, the District has proposed an amendment that will simply apply the substantive terms of the Phase 1 DUA to all Phase 2 data. However, the underlying DUA contains language indicating that data collected may be used by the District not only for MCD compliance purposes, but also oversight purposes. We wanted to bring this language to your attention.

Recommended Next Steps

As outlined in the attached CSD letter, by the end of the 2018-19 school year the District expects all charter schools to complete configuration of their student information systems to enable data sharing. The District will then require schools to upload Phase 2 data at the start of the 2019-20 year. While we respect the effort to move Phase 2 forward, we believe it is in charter community's best interest to take the time to carefully review, with counsel, the DUA amendment as it applies to the Phase 2 data, and ensure the current agreement protects charter school autonomy by coordinating with the broader community. Please join next week's call for this reason.

Disclaimer

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--

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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Monday, February 25, 2019 2:02 PM
To: Xochitl Lira
Subject: Fwd: <Please RSVP> Member Call re Charter Inclusion in LAUSD Parcel Tax, BD 5 Rock the Vote Event, and More!
Attachments: 2019-2020 Renewals_LA County.pdf

Hi Xochitl,

Can you attend this call?

----- Forwarded message -----

From: **Cassy Horton** <chorton@ccsa.org>
Date: Thu, Feb 21, 2019 at 8:10 PM
Subject: <Please RSVP> Member Call re Charter Inclusion in LAUSD Parcel Tax, BD 5 Rock the Vote Event, and More!
To:
Cc: Keith Dell'Aquila <KDellAquila@ccsa.org>, Chris Copolillo <ccopolillo@ccsa.org>, Jason Rudolph <jrudolph@ccsa.org>, Luis Figueroa <lfigueroa@ccsa.org>, Alix Fraser <afraser@ccsa.org>

Los Angeles Charter Leaders,

I am writing to invite you to a member call next Tuesday, March 26 from 5:30pm-6:30pm for updates regarding charter inclusion in a potential L.A. Unified parcel tax, and to share important information with you regarding the current Los Angeles charter landscape, including 2020 charter renewals, growth, and Board District 5 non-partisan information. Please email Jason Rudolph to RSVP for the member call.

To begin that conversation, I am sharing initial information below. Please mark your calendars for the dates flagged in red, and please reply to the appropriate LA RA team member to take action on items highlighted in yellow.

Thanks,

Cassy

Ensuring Equitable Charter Inclusion in Likely L.A. Unified Parcel Tax

On Tuesday, February 19 Superintendent Beutner and his team notified the L.A. Unified board of his intent to bring a plan for a parcel tax forward during the Tuesday, February 26 Committee of the Whole meeting. District leadership and most board members have publicly articulated their intent to include charter schools in the parcel tax proposal; however, we have seen time again across the state and with Measure Q in Los Angeles that how charter schools are included matters just as much as intent when it comes to securing and protecting equitable access to resources. We are working quickly to ensure that the District is aware of the necessary language and placement of language for a ballot measure and resolution to sufficiently protect charter inclusion and allocation of funds. Until we have clarity on those specifics, it will be important that the charter community

stay aligned and prepared to advocate for appropriate inclusion if needed. Our unified voice must be one that calls for equity of resources and funds for all public school students.

Mark Your Calendar:

- Committee of the Whole report on a possible parcel tax: Tuesday, February 26
- Likely Parcel Tax Resolution Vote: Tuesday, March 5

Take Action:

- Email [Jason Rudolph](#) if you or representatives from your school community are able to attend either of the meetings above, and would be interested in advocating for equitable charter inclusion.

Charter Community Rock the Vote Event on Saturday, March 2 for Board District 5

On Tuesday, March 5 voters in LA Unified's board district 5 will head to the polls to cast their ballot in a special election to fill that board seat. Voter turnout is critical in this election, and any work we can do to encourage our school communities to voting and civic engagement work will make all the District in a run-off and future elections. That's why we invite you to join us for one of two volunteer shifts that day. Join families, parents, students, community organizations, and elected officials as we work together as a united community who cares about kids to let voters in the Southeast Cities know that there is an important election coming up.

Mark Your Calendar:

- Charter Community Rocks the Vote in BD 5 (Non-Partisan Event)
 - Alta Public Schools, Southeast LA, RSVP for address
 - Saturday, March 2
 - 10am-1pm or 2pm-5pm

Take Action:

- We will share an event flyer, social media posts, and a parent and staff email for you to distribute promoting the event tomorrow.
- Please email [Chris Copolillo](#) to RSVP for one of the two shifts.
- Our team will be reaching out to you on Monday to provide you with more event details, and to see who from your friends, family, and school community can join us.

Let Us Know if You're Growing

Coming out of the first few weeks in January, are working quickly and strategically to ensure we have the information and alignment necessary to support new high-quality charter petitions within the L.A. region. We are carefully monitoring upcoming changes to the County board of education, and are prepared to work collectively to push back against anti-charter legislation from Sacramento that may threaten local authorizing policy. In order to coordinate these efforts, we must know if you are planning to submit a new charter petition or material revision for growth in 2019.

Take Action:

- Email [Josue Cofresi](#) to share any existing growth plans or questions about growth by next Wednesday, February 27 so we can work to quickly align resources, supports and strategy LA-county wide.

Confirm Your 2020-21 Charter Renewal Status

It's time to begin planning for your 2020-2021 charter renewals. We anticipate that shifts in the local and statewide political environment could make these renewals more challenging than ever. It will be important that we submit our renewal petitions early and together, no later than September 2019 to ensure that you have the time, support, and coordination to best protect your students and families.

Mark Your Calendar:

- Save the date. We will be sending out an invitation shortly for our annual renewal workshop, which will take place in early April.

Take Action:

- Review the attached list of schools we expect to be up for renewal.
 - Email [Keith Dell'Aquila](#) if there are any mistakes regarding your schools' inclusion or exclusion.
 - Email Keith Dell'Aquila to let him know if you received a "Renewal Letter" from the CSD.
- Be on the look-out for an email from your LA RA team member to set up time at conference or in March to talk about your renewal one-on-one.

Attend CCSA's Los Angeles Regional Meeting on Monday, March 11 from 4:00pm-5:15pm

Don't miss our Los Angeles Regional Meeting at CCSA's annual conference. The meeting will take place just days after the primary election for the board district 5 race, and will be an important opportunity for our community to reflect, plan, and align on important collective work for the rest of this year. Wine and snacks provided!

Mark Your Calendar:

- Monday, March 11 from 4:00pm-5:15pm @ the Sacramento Convention Center, room forthcoming

Plan Now for Upcoming Legislative Advocacy in Sacramento

With shifts in Sacramento, we know this legislative cycle will be the most challenging we've seen in years. It's time to start planning so our community is ready to push back against harmful anti-charter legislative threats.

Take Action:

- Email [Keith Dell'Aquila](#) with the name of the point person on your team who should be notified or cc'd on communication regarding legislative threats and can work quickly to sign letters of opposition on harmful bills.

ApplyLA Charter Enrollment Platform Open for Year 2 Signup

[ApplyLA](#), the online application system that makes it easy for Los Angeles families to apply to multiple charter public schools on a single website, is opening the platform to all charter public schools in Los Angeles that wish to join. To-date ApplyLA has helped over 6,000 families submit more than 10,000 applications to 31 schools using a single, common application.

Take Action:

- To express interest in joining the platform, please [fill out this form](#) before 3/15, and read [this summary](#) for more information. This effort is supported by Great Public Schools Now.

Alert CCSA of PRAs

Over the past few weeks, we have been made aware of an uptick in various PRAs to Los Angeles charter public schools. We are working to provide support and resources in response to these PRAs.

Take Action:

- Email Jason Rudolph to set up time to discuss any events, instances, or concerns.

If you have thoughts, questions or concerns, please let us know.

Cassy

Cassy Horton
Managing Director, Regional Advocacy, Greater Los Angeles
California Charter Schools Association
Cell: 213-926-7763
Email: chorton@ccsa.org
Website: www.ccsa.org



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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Thursday, January 24, 2019 8:50 AM
To: Brooke Goldberg; Gabreille Brayton; xlira@newlosangeles.org; Kate O'Brien
Subject: Hiring Strategy Meeting

Hi all,

I have a flat tire and need to reschedule our 10:00. I could do 1:00 today if everyone is available. If not, we can look at another date.

Apologies,
BR

Sent from my iPhone

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Wednesday, January 16, 2019 9:46 AM
To: Kate O'Brien; Xochitl Lira; Brooke Goldberg; Gabreille Brayton
Subject: Hiring Strategy

Hi All:

I would like to meet with this group to discuss our strategy for 19-20 hiring. I want to be as proactive as possible. My goal for us this year is to NOT have open positions to fill as we go into the summer! I am sending out a Doodle. Please let me know what works, and I look forward to the conversation.

Thanks!
Brooke R.

--

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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Thursday, January 31, 2019 12:33 PM
To: Kate O'Brien; Xochitl Lira; Gabreille Brayton; Daryl Brooks
Subject: IMPORTANT: 2017-2018 LCAP Preparation

Hello Everyone,

I am pleased to share that Anjanette Urdanivia will be working with us on our LCAP again this year. Each of you will have a key role in this process moving forward.

Anjanette's availability is limited, and we are scheduled to meet with her on **February 28** at the following times:

- 8:00-11:30 am: Elementary School LCAP (Brooke, Xochitl, Kate)
- 11:30 am-2:30 pm: Middle School LCAP (Brooke, Xochitl, Daryl)

Lunch will be provided at 11:30.

On February 8, you will receive a google doc to complete prior to our meeting. Please make sure this template is completed **thoroughly and includes the required data by February 25**. I want to be sure to maximize our time with Anjanette the day of. Please let me know if you have questions about the template as Anjanette is happy to assist us in our process.

Daryl, I am including **Gabrielle** here in case you would like her to start working on reasonable portions of the template in your absence. I am going to let you both decide what this looks like. Gabrielle, you do not need to attend the meeting.

Thank you!

BR



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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Thursday, February 14, 2019 12:32 PM
To: Xochitl Lira
Subject: info Alias

Hi there,

Is it possible to link the info@newlosangeles.org to my email account? I need this for the event and other business as of late.

Thanks!



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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Wednesday, January 23, 2019 10:45 AM
To: Brooke Rios
Subject: Insurance

Hi,

Do you know if the plumbing, electrical, roofing and heating was all updated in 2009? I requested information from CharterSafe but they don't have that.

--
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Melanie McAlpine

From: Brooke Rios (via Doodle) <mailer@doodle.com>
Sent: Wednesday, January 16, 2019 9:51 AM
To: xlira@newlosangeles.org
Subject: Invitation: 19-20 Hiring Strategy

Brooke Rios invites you to participate in the Doodle poll "19-20 Hiring Strategy."



Hi,

Brooke Rios (brios@newlosangeles.org) invites you to participate in the Doodle poll **19-20 Hiring Strategy**.

[Participate now](#)

[Report this poll as spam](#)



What is Doodle? Doodle is a web service that helps Brooke Rios to find a suitable date for meeting with a group of people. [Learn more about how Doodle works.](#)

You have received this e-mail because **Brooke Rios** has invited you to participate in the Doodle poll **19-20 Hiring Strategy**.

Doodle is also available for iOS and Android



Doodle AG, Werdstrasse 21, 8021 Zürich

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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Friday, February 15, 2019 7:47 AM
To: Brooke Rios
Subject: Kaitlin contract

Hi,

Kaitlin came to me yesterday regarding her contract for next year. She will be done in May and will have a preliminary by the summer, she's wondering if we will revise her contract once that happens since she will no longer be on the intern scale.

--
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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Monday, February 04, 2019 11:03 AM
To: Xochitl Lira
Subject: LAUSD Salary Table

Hi Xochitl,

Can you please reach out to LAUSD prior to the Finance Committee Meeting and find out when they will release the updated salary table reflecting the 6% raise for 19-20?

BR



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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Wednesday, February 20, 2019 7:14 AM
To: Xochitl Lira; Kate O'Brien; Daryl Brooks; Brooke Goldberg
Subject: Leadership Team Meetings

Hello All,

How does every other Tuesday from 9:30-11:00 work starting on Tuesday 2/26?

Thanks,
BR



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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Monday, January 07, 2019 10:23 AM
To: Xochitl Lira
Subject: Marchan

Hi Xochitl,

Can you send me the spelling of her first and last name?

Thanks!

BR

--

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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Friday, January 04, 2019 8:38 AM
To: Xochitl Lira
Subject: Meeting on Monday Re: Strike

Hi Xochitl,

I am not sure if you had a chance to look at the Strike Preparedness document, but I rearranged assigned roles due to Matt's departure. I think it makes sense for you to be the lead on operations for the Strike. I will support you with in this role, of course. I have asked CCSA to invite you to several member calls scheduled for this week with strike updates.

I would like to meet during our regularly scheduled time on Monday to review some recent materials provided by CCSA and CSD. I would like to work with you to prepare an operations update to be delivered during weekly ops meetings this week. Sound good?

I hope the Open Houses go well this weekend!

Best wishes,
Brooke

--

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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Tuesday, February 12, 2019 3:56 PM
To: Brooke Rios
Subject: mileage

Hi,

Daryl approved Sayasy for mileage reimbursement for the CPM workshops. The rate on our reimbursement form is .50 cents, however, the rate for 2018 was .54. Which one do you want me to use to reimburse her?

--
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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Thursday, January 10, 2019 8:27 AM
To: Kate O'Brien; Brooke Rios
Subject: Monday

Hi,

Silvana just came to me and told me that a BH office staff member told her that protestors plan to block the gate to the parking lot on Monday. She told Silvana she didn't hear it from her.

--
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Melanie McAlpine

From: Brooke Rios (via Google Sheets) <drive-shares-noreply@google.com>
Sent: Thursday, February 07, 2019 9:56 AM
To: xlira@newlosangeles.org
Subject: Monthly Campus Data Overview 18/19 - Invitation to edit

Brooke Rios has invited you to **edit** the following spreadsheet:



Monthly Campus Data Overview 18/19



Hi Xochitl,

I need this for the Board packet today. Is it possible to have the NSLP and 504 information complete by this afternoon, no later than 2?

Thank you,

Brooke

[Open in Sheets](#)

Google Sheets: Create and edit spreadsheets online.

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because someone shared a spreadsheet with you from Google Sheets.



Melanie McAlpine

Subject: New LA Annual Event

Start: Thu 3/21/2019 6:00 PM

End: Thu 3/21/2019 9:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Brooke Rios

[more details »](#)

New LA Annual Event

When Thu Mar 21, 2019 6pm – 9pm Pacific Time - Los Angeles

Calendar xlira@newlosangeles.org

- Who
- Brooke Rios - organizer
 - dvelasquez@newlosangeles.org
 - suzanne.silverstein@cshs.org
 - mmeraz@engagedparents.net
 - josh.taylor@9dots.org
 - wzooi@ymf.org
 - Kate O'Brien
 - bgoldberg@newlosangeles.org
 - xlira@newlosangeles.org
 - jrosenberg@newlosangeles.org
 - Allison Arkin
 - Gabrielle Brayton
 - gyoung@newlosangeles.org
 - Daryl Brook

Going (xlira@newlosangeles.org)? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this email at the account xlira@newlosangeles.org because you are subscribed for invitations on calendar xlira@newlosangeles.org.

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More](#).

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, February 12, 2019 7:44 PM
To: Xochitl Lira
Subject: Re: CHKS

Perfect! Thank you!

Sent from my iPhone

On Feb 12, 2019, at 7:06 PM, Xochitl Lira <xlira@newlosangeles.org> wrote:

I sent all of the materials/links to Kate and Jenna. I am missing the MS student link. I reached out to Amanda about it. Will send MS to Daryl and Gabrielle tomorrow.

On Tue, Feb 12, 2019 at 2:15 PM Xochitl Lira <xlira@newlosangeles.org> wrote:

Will do, thanks! Should I cc Daryl on this one? Or let GB handle it?

On Tue, Feb 12, 2019 at 1:44 PM Brooke Rios <brios@newlosangeles.org> wrote:

Provide them with everything they need to run the survey to students, parents and staff.

On Tue, Feb 12, 2019 at 1:42 PM Xochitl Lira <xlira@newlosangeles.org> wrote:

I have everything now for the survey. Do I pass on the login and let Principals login? Or just the link and the paper surveys?

On Tue, Feb 12, 2019 at 12:51 PM Brooke Rios <brios@newlosangeles.org> wrote:

Thank you so much for your work on this!!

On Tue, Feb 12, 2019 at 12:50 PM Xochitl Lira <xlira@newlosangeles.org> wrote:

Hi,

Login information was supposed to be sent yesterday. I followed up with Amanda about it. I received the paper surveys via email. I'm hoping to send this out today to Principals.

On Tue, Feb 12, 2019 at 12:37 PM Brooke Rios <brios@newlosangeles.org> wrote:

Hi Xochitl,

I am just doing some oversight prep for Elementary and wondering if we have we launched the CHKS yet?

BR



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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Tuesday, February 12, 2019 7:07 PM
To: Brooke Rios
Subject: Re: CHKS

I sent all of the materials/links to Kate and Jenna. I am missing the MS student link. I reached out to Amanda about it. Will send MS to Daryl and Gabrielle tomorrow.

On Tue, Feb 12, 2019 at 2:15 PM Xochitl Lira <xlira@newlosangeles.org> wrote:

Will do, thanks! Should I cc Daryl on this one? Or let GB handle it?

On Tue, Feb 12, 2019 at 1:44 PM Brooke Rios <brios@newlosangeles.org> wrote:

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On Tue, Feb 12, 2019 at 12:50 PM Xochitl Lira <xlira@newlosangeles.org> wrote:

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Hi Xochitl,

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BR



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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Wednesday, January 30, 2019 9:24 AM
To: Xochitl Lira
Cc: Brooke Goldberg
Subject: Re: Monthly Campus Data Overview 18/19 - Invitation to edit

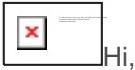
Hi,

I don't see that we have been identifying 504s? What am I missing? :)

On Wed, Jan 30, 2019 at 9:07 AM Xochitl Lira (via Google Sheets) <drive-shares-noreply@google.com> wrote:
xlira@newlosangeles.org has invited you to **edit** the following spreadsheet:



[Monthly Campus Data Overview 18/19](#)



Hi,

Can we separate the 504s from the SPED count since technically they are not SPED.
[Open in Sheets](#)

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Brooke Rios, Executive Director
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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Tuesday, January 08, 2019 8:58 AM
To: Brooke Rios
Subject: Re: 2019 LAHSA and LACOE Youth Point in Time Count Data Coordination

I did not get this email. I'll review and see if we have to do anything.

On Tue, Jan 8, 2019 at 8:47 AM Brooke Rios <brios@newlosangeles.org> wrote:

Hi Xochitl,

Did you receive this and is this something we need to follow up on?

BR

----- Forwarded message -----

From: Clementina Verjan <cverjan@lahsa.org>

Date: Mon, Jan 7, 2019 at 7:07 PM

Subject: 2019 LAHSA and LACOE Youth Point in Time Count Data Coordination

To: aabrams@dschs.org <aabrams@dschs.org>, aberfield@newheightscharter.org<aberfield@newheightscharter.org>, acaldera@tpaa.org <acaldera@tpaa.org>, achavez@myvaughncharter.com<achavez@myvaughncharter.com>, afleming@kippla.org <afleming@kippla.org>, aguilara@lancsd.org<aguilara@lancsd.org>, ajackson@cultureandlanguage.org <ajackson@cultureandlanguage.org>, ajohnson@davincischools.org <ajohnson@davincischools.org>, AKeyes@glendora.k12.ca.us<AKeyes@glendora.k12.ca.us>, alopez@ingeniumschools.org <alopez@ingeniumschools.org>, amgutierrez@wcusd.org<amgutierrez@wcusd.org>, amsmith@ingeniumschools.org <amsmith@ingeniumschools.org>, amy.larson@wuhsd.org<amy.larson@wuhsd.org>, angelica.sammons@larchmontcharter.org <angelica.sammons@larchmontcharter.org>, annachurst@libertascollegeprep.org <annachurst@libertascollegeprep.org>, anne.lee@almafuerteps.org<anne.lee@almafuerteps.org>, aquintero@laalliance.org <aquintero@laalliance.org>, arego@wilsona.k12.ca.us<arego@wilsona.k12.ca.us>, aromero@creteacademy.org <aromero@creteacademy.org>, asanchez@olinacademy.org<asanchez@olinacademy.org>, asldirector@aveson.org <asldirector@aveson.org>, ataranto@rbusd.org<ataranto@rbusd.org>, atorres-sharp@azusa.org <atorres-sharp@azusa.org>, aurzua@laalliance.org<aurzua@laalliance.org>, Ayarza@llcsd.net <Ayarza@llcsd.net>, ayoscovitz@palmdalesd.org<ayoscovitz@palmdalesd.org>, b.gold@ecrchs.net <b.gold@ecrchs.net>, beth.w@ourcommunityschool.org<beth.w@ourcommunityschool.org>, bmagallon@gesd.us <bmagallon@gesd.us>, bplonka@magnoliapublicschools.org<bplonka@magnoliapublicschools.org>, brios@newlosangeles.org <brios@newlosangeles.org>, btcuff@cusd.claremont.edu <btcuff@cusd.claremont.edu>, c.checca@academiamoderna.org<c.checca@academiamoderna.org>, cashb@pvpusd.k12.ca.us <cashb@pvpusd.k12.ca.us>, catchcharter@sbcglobal.net<catchcharter@sbcglobal.net>, cbwatts@whittiercity.net <cbwatts@whittiercity.net>, cdeter@celerityglobal.org<cdeter@celerityglobal.org>, cesar.delgado@ecsonline.org <cesar.delgado@ecsonline.org>, cgorocica@exteraskools.org <cgorocica@exteraskools.org>, cguardado@ingeniumschools.org<cguardado@ingeniumschools.org>, ckreitz@avhsd.org <ckreitz@avhsd.org>, cleal@laalliance.org<cleal@laalliance.org>, leonard@laalliance.org <leonard@laalliance.org>, cmamos@academyse.org<cmamos@academyse.org>, cmoton@nlmusd.k12.ca.us <cmoton@nlmusd.k12.ca.us>, crabinowitz@fentoncharter.net <crabinowitz@fentoncharter.net>, cris@inspireschools.org <cris@inspireschools.org>, cristina.gonzalez@caminonuevo.org <cristina.gonzalez@caminonuevo.org>, cristina.varela@lnsd.net<cristina.varela@lnsd.net>, csamarripa@cacollegiate.org <csamarripa@cacollegiate.org>, culpepperd@lifesourcecharterschool.org <culpepperd@lifesourcecharterschool.org>, cvgel@wearesynergy.org<cvgel@wearesynergy.org>, cwaller@wiseburn.org <cwaller@wiseburn.org>, czaldana@laalliance.org<czaldana@laalliance.org>

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Dear LEA McKinney-Vento Homeless Liaison:

First, I wanted to take this opportunity to thank you for all your work to ensure that all students, regardless of housing status, have access to a quality public education. You know more than anyone that even a brief period of homelessness can create enormous barriers to educational attainment and can have lingering effects on a student's academic success - even after acquiring stable housing.

As the lead homeless agency in the Los Angeles Continuum of Care (LA CoC), the Los Angeles Homeless Services Authority (LAHSA) would like to collaborate with LACOE, and all corresponding LEAs, to coordinate and align both of our homeless youth Point-In-Time (PIT) count data sets. As part of our coordinating effort for the 2019 Greater Los Angeles Homeless Count, LAHSA highly encourages you to collect specific subcategory information of students' nighttime residence in the California Longitudinal Pupil Achievement Data System (CAPADS) or the LEAs Student Information System (SIS). This detailed breakdown of students' nighttime residence will allow LAHSA to assess the level of overlap within PIT count data more confidently.

Please see the attached letter from Peter Lynn, LAHSA Executive Director, for more detailed information and instruction. If you have any questions or need additional information, please contact me directly at (213) 683-3338 or cverjan@lahsa.org, or Melissa Schoonmaker, LACOE Homeless Consultant, at (562) 401-5397 or schoonmaker_melissa@lacoed.edu.

Together we can continue to make great strides in ending youth homelessness.

Respectfully,

Clementina



**Clementina Verjan
Associate Director, Community Engagement**

Policy & Systems Department

Los Angeles Homeless Services Authority (LAHSA)

811 Wilshire Boulevard, 6th Floor

Los Angeles, CA 90017

Tel: [213-683-3338](tel:213-683-3338)

Fax: 213-892-0093

Email: cverjan@LAHSA.org

www.lahsa.org

Volunteer for the 2019 Greater Los Angeles Homeless Count

<http://www.theycountwillyou.org>

This transmission is intended only for the use of the addressee. If you are not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. Be aware that most communications with LAHSA are subject to disclosure under the California Public Records Act. If you received this e-mail in error, please immediately notify the sender by replying to this communication or by telephone at [213-683-3338](tel:213-683-3338). Thank you.

--

Brooke Rios
Executive Director
New Los Angeles Charter Schools
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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Wednesday, February 20, 2019 11:40 AM
To: brios@newlosangeles.org
Subject: Re: ACTION: NEW LOS ANGELES 700 ROSTER DUE 02-22-19
Attachments: New LA (1).xlsx

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On behalf of the Charter Schools Division

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Sincerely,

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From: Brooke Rios <brios@newlosangeles.org>
Sent: Sunday, February 24, 2019 6:14 PM
To: Xochitl Lira
Subject: Re: ACTION: NEW LOS ANGELES 700 ROSTER DUE 02-22-19

Yes, please.

On Sun, Feb 24, 2019 at 1:02 PM Xochitl Lira <xlira@newlosangeles.org> wrote:

Ok. Do you want me to email the roster in the meantime?

On Sat, Feb 23, 2019 at 6:36 AM Brooke Rios <brios@newlosangeles.org> wrote:

Great. Then we are all good. They are mailing their forms to me by March 1.

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On behalf of the Charter Schools Division

Dear Ethics Liaison,

Please see attached your school roster for your review and update. Please submit this list in *excel format* via e-mail to: charterschools@lausd.net on or before the deadline.

When updating the roster, please **do not remove names from the list**, if staff no longer with your organization, please indicate under notes that employee left and enter date staff left and provide the 700 exit form.

Any changes or alterations to the roster must be highlighted in yellow. i.e. last name change, title change. For title changes remember that you need to provide and exit form for that position and assuming office form for new title.

If you have any questions, do not hesitate to call us.

Sincerely,

Melida Dominguez

Administrative Assistant to José Cole-Gutiérrez

Los Angeles Unified School District

Charter Schools Division

Office (213) 241-0399 | Fax (213) 241-2054

Website: <http://charterschools.lausd.net>



Charter Schools Division Mission:

The LAUSD Charter Schools Division fosters high quality educational opportunities and outcomes for students in the greater Los Angeles community through exemplary charter public school authorizing, oversight, and sharing of promising practices so that all students maximize their potential.

--

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Director of Operations
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www.NewLosAngeles.org



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newlosangeles.org

Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Friday, February 15, 2019 12:41 PM
To: Brooke Rios
Cc: Ryan Griffin
Subject: Re: After School at New LA

That works for me.

On Fri, Feb 15, 2019 at 12:34 PM Brooke Rios <brios@newlosangeles.org> wrote:

Hi Ryan and Xochitl,

I would like to have a call to hear Ryan's thoughts about our After School program. Are you both available next Tuesday at 3 pm by chance?

Best,
Brooke



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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Saturday, January 26, 2019 8:30 AM
To: Xochitl Lira
Cc: Sylvia Barragan; Ryan Griffin; Matt Albert
Subject: Re: ASES Program Plan

Xochitl, can you cc me when you forward the plan to Expanded learning?
Thank you, Sylvia, for your work on this!

On Sat, Jan 26, 2019 at 8:23 AM Xochitl Lira <xlira@newlosangeles.org> wrote:

Ha there was no plan attached earlier. This is the old plan I was talking about. Sylvia is working on the transportation portion.

On Fri, Jan 25, 2019 at 3:24 PM Xochitl Lira <xlira@newlosangeles.org> wrote:

This is the plan Matt shared with us back in August, however, this plan is the old one. The only thing he was going to add was the bus transportation procedure since some students leave before 6pm.

Sylvia, can you check to see if that's something that indeed has to be added and provide us with the process for transportation if needed.

On Tue, Aug 7, 2018 at 2:55 PM Sylvia Barragan <sbarragan@newlosangeles.org> wrote:

Thank you!

On Tue, Aug 7, 2018 at 2:51 PM, Matt Albert <malbert@newlosangeles.org> wrote:

--
Sylvia Barragan

Director of After School Programs
New Los Angeles Charter School
323-939-6400 Ext 1125
sbarragan@newlosangeles.org

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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Monday, January 28, 2019 12:23 PM
To: Xochitl Lira
Cc: Sylvia Barragan
Subject: Re: ASES Program Plan

Thank you both! Looks good. Please send.

On Mon, Jan 28, 2019 at 12:09 PM Xochitl Lira <xlira@newlosangeles.org> wrote:

Hi Brooke,

Attached is the ASES program plan if you want to review before I send it out to Karissa. I've highlighted the part that was added.

--

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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Thursday, February 21, 2019 5:07 PM
To: Brooke Rios
Subject: Re: Board Agenda

Will do.

On Thu, Feb 21, 2019 at 5:04 PM Brooke Rios <brios@newlosangeles.org> wrote:

Please link under

Board Meetings

Board Meeting Dates

Board Meeting Agenda

Please post tomorrow by 9:00 am



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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Tuesday, February 12, 2019 6:38 PM
To: Brooke Rios
Subject: Re: Board Agenda

Ohhh just found it! I'll delete now

On Tue, Feb 12, 2019 at 6:37 PM Xochitl Lira <xlira@newlosangeles.org> wrote:
I just looked again and they're not there.

On Tue, Feb 12, 2019 at 4:18 PM Brooke Rios <brios@newlosangeles.org> wrote:
The finance committee should stay. I saw it on the Board page where you first posted it.

Sent from my iPhone

On Feb 12, 2019, at 4:05 PM, Xochitl Lira <xlira@newlosangeles.org> wrote:

I did. I just double checked and they're not up there. The Finance committee one is up there. Do I remove that one too?

On Tue, Feb 12, 2019 at 4:00 PM Brooke Rios <brios@newlosangeles.org> wrote:
Hi there,

Can you remove the 2-11 agenda from the Board page?

Thanks!



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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, February 12, 2019 4:19 PM
To: Xochitl Lira
Subject: Re: Board Agenda

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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Friday, February 08, 2019 3:28 PM
To: Brooke Rios
Subject: Re: Board Packet Assembly on Monday

Yes. Carol will be there for the open house so maybe she can get started tomorrow.

On Fri, Feb 8, 2019 at 3:22 PM Brooke Rios <brios@newlosangeles.org> wrote:

Hi Xochitl,

Can I have either Emma or Carol support with this on Monday?

Thanks!



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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Monday, February 04, 2019 3:43 PM
To: Xochitl Lira
Subject: Re: California Healthy Kids Survey

Yes, if it is available.

On Mon, Feb 4, 2019 at 3:16 PM Xochitl Lira <xlira@newlosangeles.org> wrote:
Since we do have 3rd graders this year, do we want them to complete the online survey?

On Thu, Jan 24, 2019 at 2:20 PM Brooke Rios <brios@newlosangeles.org> wrote:
Hi Xochitl,

Please send an email to the following address to get survey registration process moving forward:
Calschls@wested.org

We would like to do:

- Parent (MS/ES)
- Staff (MS/ES)
- Student (MS Only)

The idea start date for the surveys would be February 4.

Thank you!
Brooke



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Sent: Monday, February 04, 2019 3:17 PM
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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Thursday, February 14, 2019 3:27 PM
To: Brooke Rios
Subject: Re: Call me Re: Website

Yes, I will take them to ES.

On Thu, Feb 14, 2019 at 12:28 PM Brooke Rios <brios@newlosangeles.org> wrote:

Thanks for your work on this. I appreciate it. It's headed in the right direction! We need a link that says Board Agenda that will go right to the agenda when it is posted. Maybe we can get some advice tomorrow. Maybe if each column was centered it would look better.

I am working from home on the annual event for the rest of the afternoon. I asked Emma to make the Chalk Talk sheets for the coffee tomorrow. Can you bring those to ES with you and grab the markers out of my office? Those are on the top of my hutch in a box. Thank you!

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Ok, now check it out.

On Wed, Feb 13, 2019 at 8:11 PM Xochitl Lira <xlira@newlosangeles.org> wrote:

I will call support tomorrow, I couldn't figure it out.

On Wed, Feb 13, 2019 at 7:59 PM Xochitl Lira <xlira@newlosangeles.org> wrote:

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Xochitl

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On the home pages, we need a a third column next to "Events" that looks like this:

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Xochitl

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Thanks! I appreciate you!

On Wed, Feb 13, 2019 at 4:03 PM Xochitl Lira <xlira@newlosangeles.org> wrote:
Done. Calendar too.

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Melanie McAlpine

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Sent: Thursday, February 14, 2019 12:00 PM
To: Brooke Rios
Subject: Re: Call me Re: Website

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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Wednesday, February 13, 2019 6:42 PM
To: Brooke Rios
Subject: Re: Call me Re: Website

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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, February 19, 2019 9:12 AM
To: Xochitl Lira
Cc: Ryan Griffin
Subject: Re: Capital Impact Partners

Please advise, Ryan.

Sent from my iPhone

On Feb 19, 2019, at 9:09 AM, Xochitl Lira <xlira@newlosangeles.org> wrote:

Hi Ryan and Brooke,

I received the attached technical default notice from Capital Impact Partners.

--

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<CIP_DEFAULT NOTICE021919.pdf>

Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, January 15, 2019 10:29 AM
To: Xochitl Lira
Cc: Gabrielle Brayton
Subject: Re: Catalina trip for Spring 2019

Let's try El Capitan this year. We can consider including Catalina in the budget for next year if we don't like it.

On Tue, Jan 15, 2019 at 10:22 AM Xochitl Lira <xlira@newlosangeles.org> wrote:

It's a higher than The Catalina Experience. Attached is the invoice from our trip last year. The price per student was \$250 (\$195 for the program and \$55 for transportation). It's a \$65 difference and they're charging for chaperones?

If I'm reading this correctly, it's \$315 per student PLUS an additional \$5,200 for the boat transportation?? That's a little much if that's the case.

I think El Capitan is closer to budget.

BR??

On Mon, Jan 14, 2019 at 7:44 PM Gabrielle Brayton <gbrayton@newlosangeles.org> wrote:

Hi there,

Can you look through these numbers and see if we are financially able to move forward with this Catalina trip? Please also note that the dates are earlier, the same week as 8th graders going to Joshua Tree. The sooner you can give me feedback, the better as I need to confirm this trip this week.

Thank you!

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----- Forwarded message -----

From: Ally Littell <ally@natsatlarge.com>
Date: Mon, Jan 14, 2019 at 3:47 PM
Subject: Re: Catalina trip for Spring 2019
To: Gabrielle Brayton <gbrayton@newlosangeles.org>

Gabrielle,

Sorry it has taken me all day to reach back out to you...busy Monday. I heard back from Catalina and there are a few things going on with the calendar. At this point, the date option on April 24-26 is really works best for our Catalina staffing availability and can possibly work out for the site. I know that is the same week as your 8th grade Joshua Tree trip, so I wanted to start by just seeing if that date could potentially work for you all. If not, we can revisit what may be possible on other weeks.

In terms of pricing, for a 3 day/2 night program, the cost would be \$315 for students and \$236 for adults. The cost of the charter boat transportation is \$5,200 for up to 100 people. Anyone over 100 would be an additional \$52 per person.

Before looking too far into other dates, I wanted to see if that price point works out for you all?

Another thing to consider if you are feeling like Catalina is out of your budget would be a trip to a state beach such as El Capitan State Beach. The price point for that option would be \$248/student with adults included at a 1:10 ratio. Same date availability of April 24-26.

As far as the February 6th date for presentations, yes we have someone who can be there for the Joshua Tree presentation and could also do the Catalina presentation if that works out.

As far as Joshua Tree, you will find all the paperowrk for your program on the faculty planning page. Here is the link to the [Joshua Tree Faculty Planning Page](#).

Please feel free to call with any questions.

Thanks,

Ally

On 1/14/2019 11:58 AM, Gabrielle Brayton wrote:

Hi Ally,

I wanted to check in with you regarding our possible Catalina trip to see if you had heard back from anyone.

Looking forward to hearing from you! Hope you're enjoying this rain!

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On Sat, Jan 12, 2019 at 1:55 PM Gabrielle Brayton <gbrayton@newlosangeles.org> wrote:
Also, if we can get any updated forms/student packets for Joshua Tree, we would like to start putting paperwork together!

Thanks!

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On Sat, Jan 12, 2019 at 1:04 PM Gabrielle Brayton <gbrayton@newlosangeles.org> wrote:
Hi Ally,

Thank you so much for getting back to me. I am super hopeful that we can continue to bring our 7th graders to Catalina this year. I have attached the schedule from last year at White's Landing. Teachers typically played a passive role during classes or activities with naturalists leading. Teachers were active in supporting with behavior, motivation, etc. We usually have a parent, teacher and naturalist in groups of 11-15. I am open to playing with this to see what would work best for us cost and program wise.

Yes! My apologies for not reaching out to confirm. The first week back from break has been a whirlwind. If someone can come to speak about Joshua Tree from 7-8 that would be great. Please let me know if that works for you. We would also like to have someone present about Catalina from 6-7, if we are able to make this trip work. :)

Thank you for all your help and let me know what else you might need. Have a great weekend!

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On Fri, Jan 11, 2019 at 10:24 AM Ally Littell <ally@natsatlarge.com> wrote:

Gabrielle,

Great to catch up with you the other day about options for a Catalina Program. We have reached out to the site about availability and will hopefully have some answers today. I had a few other questions for you. Do you by chance have a copy of the schedule that you all have been using in the past with TCX at White's Landing? It would also be great to know the role that your teachers have been taking in terms of the facilitation of the program. I am just hoping to get a sense of the program model that you all are used to seeing and then try to match that model in terms of staffing and ultimately in terms of pricing.

Also, I was on your website earlier this morning to see when your spring break was falling and I saw the date of February 6th listed as the informational night for all of your OE trips. Should we put that date onto our calendar for the 8th grade Joshua Tree program? If so, please just let me know what time would be best for that presentation. I will be presenting to a school in the Bay Area that evening but we will have someone from our office that could make it down to New LA Charter that night.

Thanks for your help and happy weekend,

Ally

--

Ally Littell

Program Director

Naturalists at Large

--

Ally Littell

Program Director

Naturalists at Large

--

Xochitl Lira, Ed.D.

Director of Operations

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Executive Director

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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Tuesday, February 12, 2019 1:42 PM
To: Brooke Rios
Subject: Re: CHKS

I have everything now for the survey. Do I pass on the login and let Principals login? Or just the link and the paper surveys?

On Tue, Feb 12, 2019 at 12:51 PM Brooke Rios <brios@newlosangeles.org> wrote:
Thank you so much for your work on this!!

On Tue, Feb 12, 2019 at 12:50 PM Xochitl Lira <xlira@newlosangeles.org> wrote:
Hi,

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Hi Xochitl,

I am just doing some oversight prep for Elementary and wondering if we have we launched the CHKS yet?

BR



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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Tuesday, February 12, 2019 2:15 PM
To: Brooke Rios
Subject: Re: CHKS

Will do, thanks! Should I cc Daryl on this one? Or let GB handle it?

On Tue, Feb 12, 2019 at 1:44 PM Brooke Rios <brios@newlosangeles.org> wrote:
Provide them with everything they need to run the survey to students, parents and staff.

On Tue, Feb 12, 2019 at 1:42 PM Xochitl Lira <xlira@newlosangeles.org> wrote:
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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Thursday, January 24, 2019 7:41 PM
To: Xochitl Lira
Subject: Re: Church

Absolutely not ok. Please follow up with her on that.

Sent from my iPhone

On Jan 24, 2019, at 7:14 PM, Xochitl Lira <xlira@newlosangeles.org> wrote:

Hi,

It came to my attention that we had 2 visitors from the church yesterday, Sylvia saw them walking around the cafe and she walked them over to the office. Not sure how they got in but they told her they wanted to introduce themselves. She saw them with flyers and saw them offer Keenan, Stewart and Brayton a flyer. I think Sandra needs to be clear that they can't just show up and walk around campus and pass out flyers. Thoughts?

--

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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, January 08, 2019 9:27 AM
To: Xochitl Lira
Subject: Re: Classrooms and Measuring

Hi Xochitl,

I am passing the baton and will let you respond to this communication. Any word from Ernesto on the storage?

Thanks,
BR

On Tue, Jan 8, 2019 at 9:24 AM Sandra Giet <sandra.giet@gmail.com> wrote:

Good Morning,
I'm glad to see you finally opened our gift cards.

We are ordering our pipe and drape, this is what will cover the walls and keep classroom materials safe and covered.

Have you decided on which classrooms we will be using and would it be possible to come in tomorrow to measure?
What might be a good time for that?

Thank you!
Sandra

--

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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Tuesday, January 08, 2019 11:27 AM
To: Brooke Rios
Subject: Re: Classrooms and Measuring

Ok.

She actually wants to come measure the classrooms for their pipe and drape. Ernesto only measured the storage spot for the stage. Classrooms are not being used today after school so it works out, she can come do that.

On Tue, Jan 8, 2019 at 11:17 AM Brooke Rios <brios@newlosangeles.org> wrote:

Yes. 101 and 102.

Let her know that Ernesto measured and that I will be in touch with the updated agreement.

Thank you!

Sent from my iPhone

On Jan 8, 2019, at 9:40 AM, Xochitl Lira <xlira@newlosangeles.org> wrote:

Yes, just confirmed. It fits!

Ok, I'll respond to her. I need to check when the classrooms are not in use. We are assigning 101 and 102 correct?

On Tue, Jan 8, 2019 at 9:26 AM Brooke Rios <brios@newlosangeles.org> wrote:

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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Tuesday, January 22, 2019 3:13 PM
To: Brooke Rios
Cc: srcrockett@citycharterschools.org
Subject: Re: Connecting You

Hi Stephanie,

Nice to e-meet you.

Brooke, thanks for connecting us, I will follow up with Stephanie.

On Tue, Jan 22, 2019 at 2:48 PM Brooke Rios <brios@newlosangeles.org> wrote:

Hi Stephanie and Xochitl,

Stephanie, it was nice to meet you at City today.

Xochitl, Stephanie is the Director of Operations for City Charter Schools. Their middle school is located at the Bahai Center across from Target, which makes us neighbors. Stephanie and a few ops folks from other charters have formed a network which might interest you.

I will let you both take it from here.

Best wishes,
Brooke

--
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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, January 22, 2019 10:37 AM
To: Xochitl Lira
Subject: Re: Contract

Great!

On Tue, Jan 22, 2019 at 10:03 AM Xochitl Lira <xlira@newlosangeles.org> wrote:

We have a signed contract. I will get your signature on Thursday once I have the original.

----- Forwarded message -----

From: <aeroth05@gmail.com>
Date: Tue, Jan 22, 2019 at 10:00 AM
Subject: Contract
To: <xlira@newlosangeles.org>

Good Morning,

Please see my attached contract. As discuss, I will bring in my W9 and the original contract on my start for Thursday. Please confirm Thursday start date if this work for you.

Looking forward!

Thank you,

Ashley

Sent from my iPhone. Please excuse incorrect autocorrect and brevity.

--
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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Monday, February 04, 2019 3:37 PM
To: Brooke Rios
Subject: Re: Culver City Veterans Memorial Building

Thanks! I've reached out to them. I'll keep you posted.

On Mon, Feb 4, 2019 at 9:51 AM Brooke Rios <brios@newlosangeles.org> wrote:

----- Forwarded message -----

From: **Brooke Rios** <brios@newlosangeles.org>
Date: Fri, Feb 1, 2019 at 3:43 PM
Subject: Culver City Veterans Memorial Building
To: Xochitl Lira <xlira@newlosangeles.org>

Check it out:

<https://www.culvercity.org/city-hall/information/facility-rentals/veterans-memorial-building-rentals>



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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Monday, February 25, 2019 2:00 PM
To: Brooke Rios
Subject: Re: [erate.newla] New Los Angeles Charter Schools 190021130

Hi,

Yes, I get all these. Thanks!

On Mon, Feb 25, 2019 at 1:25 PM Brooke Rios <brios@newlosangeles.org> wrote:

Are you also getting all of these emails? Do I forward these to you?

Sent from my iPhone

Begin forwarded message:

From: Ron Herman <ron@bccs.com>
Date: February 25, 2019 at 1:23:58 PM PST
To: "erate.newla@learningtech.org" <erate.newla@learningtech.org>
Subject: [erate.newla] New Los Angeles Charter Schools 190021130

I just want to confirm if I filled out the forms provided correctly. The form numbers are 2860627 and 2860585.

Thanks,

Ron Herman

Please check out our new pursuit:

2554 Lincoln Blvd. #232 | Venice, CA | 90291-5082

T. (310)410-0126 x 105 | Fax (310)410-0952 | www.bccs.com

The information contained in this electronic message is privileged and confidential and is intended for the use of the individual(s) named above and others who have been specifically authorized to receive it. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this message is strictly prohibited. If you have received this message in error, please destroy it immediately, and notify the sender. Thank you.

--

You received this message because you are subscribed to the Google Groups "erate.newla" group.
To unsubscribe from this group and stop receiving emails from it, send an email to
erate.newla+unsubscribe@learningtech.org.

--
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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Wednesday, January 23, 2019 10:52 AM
To: Brooke Rios
Subject: Re: ES Facilities Question
Attachments: ES_FIT TOOL.xls

We only looked at the rooms we have. See attached.

On Wed, Jan 23, 2019 at 10:48 AM Brooke Rios <brios@newlosangeles.org> wrote:

Hi,

I hope the YMC symposium is going well! Question: When Anjanette collected information and a FIT report for ES last year, how do we answer those questions given that we are colocated?

Thanks!

--

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Melanie McAlpine

From: Peter Sheehy <peter.sheehy@icloud.com>
Sent: Wednesday, February 06, 2019 3:02 PM
To: Xochitl Lira
Cc: Allison Arkin; Ryan Griffin; Rios Brooke
Subject: Re: Finance Call

thx. I wasn't able to get in with the access code

On Feb 6, 2019, at 3:00 PM, Xochitl Lira <xlira@newlosangeles.org> wrote:

Hi All,

Brooke and I have a 10 minute delay. She will be sending the conference information shortly.

--
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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Thursday, February 21, 2019 1:28 PM
To: Xochitl Lira
Subject: Re: Fiscal Policies

Sure.

On Thu, Feb 21, 2019 at 1:02 PM Xochitl Lira <xlira@newlosangeles.org> wrote:

Hi,

When you have a moment can we review the fiscal policies.

--

Xochitl Lira, Ed.D.
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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Monday, February 04, 2019 3:42 PM
To: Xochitl Lira
Subject: Re: For Staff Meeting

Let's discuss.

On Mon, Feb 4, 2019 at 3:28 PM Xochitl Lira <xlira@newlosangeles.org> wrote:

Thanks!

I'm having intents due 2/15. Is May 1st still good for offer letters?

On Mon, Feb 4, 2019 at 11:09 AM Brooke Rios <brios@newlosangeles.org> wrote:

Each year, we begin the hiring process for the upcoming school year in early February. The first step involves connecting with teachers to learn if we might have vacancies. We do this via our Intent to Return form, which I will be distributing to you today. Please complete and return by...

In addition, I would like to share that annually, in February, we post all certificated staff positions on EdJoin. We do this so we can start collecting and reviewing applications in the event that we have an opening. This is critical, as we want to secure high quality teachers for the organization. Given the current teacher shortage, it is important to start reviewing candidates sooner, rather than later.

Teacher voice is key to the hiring process. Your principal will be in touch with opportunities to serve on this year's teaching hiring committee. I hope you will consider this opportunity.



Brooke Rios, Executive Director
1919 S. Burnside Avenue, Los Angeles, CA 90025
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--
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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Monday, February 04, 2019 3:29 PM
To: Brooke Rios
Subject: Re: For Staff Meeting

Thanks!

I'm having intents due 2/15. Is May 1st still good for offer letters?

On Mon, Feb 4, 2019 at 11:09 AM Brooke Rios <brios@newlosangeles.org> wrote:

Each year, we begin the hiring process for the upcoming school year in early February. The first step involves connecting with teachers to learn if we might have vacancies. We do this via our Intent to Return form, which I will be distributing to you today. Please complete and return by...

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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Tuesday, January 22, 2019 2:43 PM
To: Brooke Rios
Subject: Re: FW: 03154 Local Agency Procurement Review Completed with Further Action Required

Yes.

On Tue, Jan 22, 2019 at 2:41 PM Brooke Rios <brios@newlosangeles.org> wrote:

Hi,

Can we discuss this tomorrow?

Thanks!

----- Forwarded message -----

From: Rick Gardenour <RGardenour@cde.ca.gov>
Date: Tue, Jan 22, 2019 at 2:28 PM
Subject: FW: 03154 Local Agency Procurement Review Completed with Further Action Required
To: brios@newlosangeles.org <brios@newlosangeles.org>

Hello Brooke,

The email below was mistakenly sent to Matt Albert therefore, I am forwarding a copy to you. Thank you.

Rick Gardenour, Analyst

Procurement Resources Unit

Nutrition Services Division

1430 N Street, Suite 4503

Sacramento, Ca 95814

Phone 916-445-4308

Fax 916-445-5731

rgardenour@cde.ca.gov

<http://www.cde.ca.gov/>

Keep up-to-date on the latest AR requirements, resources, and helpful tips by visiting the new CDE SNP AR Web page at <http://www.cde.ca.gov/ls/nu/ar/arsnp.asp>.

From: Rick Gardenour

Sent: Tuesday, January 22, 2019 9:35 AM

To: xlira@newlosangeles.org; xlira@newlosangeles.org; malbert@newlosangeles.org; malbert@newlosangeles.org
Subject: 03154 Local Agency Procurement Review Completed with Further Action Required

03154-SN-19-CS

New Los Angeles Charter School

Dear Dr Xochitl Lira, Dr Xochitl Lira, Dr Matthew Albert, Dr Matthew Albert:

The U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) requires the California Department of Education (CDE) to conduct Local Agency Procurement Reviews.

The CDE Nutrition Services Division (NSD), Procurement Resources Unit (PRU) recently conducted a Local Agency Procurement Review of your agency, New Los Angeles Charter School, for School Year 2017–18. Thank you for your cooperation during this off–site review and your availability to answer questions and provide additional information. Your agency was very receptive to CDE's recommendations and guidance.

Your Local Agency Procurement Review is now complete. This email provides a summary of items found to be noncompliant according to federal regulations:

The PRU reviewed the following vendors:

- Procurement Procedures and Code of Conduct
- Formal Purchase – Revolution Foods

Please note that not all errors are recorded in this summary. For more detail, please refer to the attached Procurement Errors document.

Definitions

- **Procurement Errors**

Errors are noncompliant with federal regulations. Corrective action **must** be completed by your next procurement review

- **Technical Assistance**

Technical assistance (TA) is meant to assist you and your agency better understand guidance or implement guidance requirements. TA does not always mean your school district or agency made an error. If there is not an error, Best Practice recommendations may be provided to support your procurement methods, documentation, or procurement process.

- **Compliance Form**

Signature page acknowledging intent to comply and correct noted errors by the next Local Agency Procurement Review.

- **Micropurchase**

The acquisition of supplies or services. The aggregate dollar amount per transaction not to exceed the micropurchase threshold.

- **Small Purchase**

Small purchases are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. Price or rate quotations must be obtained from an adequate number of qualified sources.

- **Formal Purchase**

Procurement by sealed bids. Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the most responsive and responsible bidder whose bid conforms to all the material terms and conditions of the Invitation for Bids (IFB) or a Request for Proposal (RFP) and is the lowest in price. In the case of an RFP, either a fixed price or cost-reimbursement type contract is awarded.

Identified Errors

During the review, we identified the following **errors**:

- **Procurement Procedures and Code of Conduct document**

- Procurement Procedures
- Code of Conduct

- **Formal Purchase**

- Presolicitation (work prior to creating a solicitation)
- Evaluating and awarding to the most responsive and responsible vendor
- Documentation
 - Contract management
- Buy American Provision
- Required Contract Provisions

Technical Assistance

Technical assistance was given on the following date: January 10, 2019. Please note the following:

1. Your agency must be in compliance with federal and state regulations by correcting all errors before your next procurement review. To demonstrate compliance, all corrected documents, along with this Executive Summary, must be available at your next procurement review. Reviews are conducted on a three-year or six-year cycle. Program operators that contract with a food service management company (FSMC), or are a residential child care institution (RCCI), or are a private school or camp will be on the three-year cycle. For these agencies, their off-site Local Agency Procurement Review may be scheduled during their administrative review (AR).

Public school districts, charter schools, and county offices of education operating without an FSMC contract are on a six-year cycle. The off-site Local Agency Procurement Review for these agencies typically occurs every other time that an AR is scheduled.

2. All errors must be corrected immediately. Your next Local Agency Procurement Review may result in disallowance of future reimbursements and/or disallowance of contract cost(s) requiring repayment to the nonprofit school food service account from a nonfederal funding source if all identified errors are not corrected and your procurement does not comply with all federal, state and local requirements.
3. CDE will not disallow reimbursement claims as a result of your 2017–18 Local Agency Procurement Review, but your agency may be required to resolicit even if the contract allows for extensions.
4. The CDE Compliance Form (see Compliance attachment) must be completed and returned to appropriately close this review. The Compliance Form is **due on January 29, 2019**.

5. CDE acknowledges the federal regulations mandating standard record retention policy. However, because CDE is not requiring your agency to provide corrective action, we expect retention of all necessary documents that demonstrate correction of the identified errors until your next Local Agency Procurement Review.

CDE recommends that you visit our [Procurement in Child Nutrition Programs](#) web page for added guidance.

Should you have any questions or need additional technical assistance, please contact Rick Gardenour by phone at 916-445-4308 or by email at RGardenour@cde.ca.gov.

Disallowance(s) for Fiscal Year 2017–18

- **Contract amount disallowed: \$ 0**
- **Non-contracted amount disallowed: \$ 0**

This information has been referred to your CDE Child Nutrition Consultant.

Rick Gardenour, Associate Governmental Program Analyst
Procurement Resources Unit
Nutrition Services Division
California Department of Education
1430 N Street, Suite 4503
Sacramento, CA 95814
Phone: 916-445-4308
RGardenour@cde.ca.gov
NSDProcurementReview@cde.ca.gov
<http://www.cde.ca.gov/ls/nu/sn/fsmcproc.asp>

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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Thursday, January 24, 2019 9:08 AM
To: Xochitl Lira
Cc: Brooke Goldberg; Kate O'Brien; Gabreille Brayton
Subject: Re: Hiring Strategy Meeting

Reggie saved the day and I can still do 10!
I hope that still works for everyone.

On Thu, Jan 24, 2019 at 9:04 AM Xochitl Lira <xlira@newlosangeles.org> wrote:

I'm available at 1.

On Thu, Jan 24, 2019 at 9:01 AM Brooke Goldberg <bgoldberg@newlosangeles.org> wrote:
Yikes! Sorry to hear that.

I am at the ES for an IEP meeting at 1:00 today.

On Thu, Jan 24, 2019 at 8:53 AM Kate O'Brien <kobrien@newlosangeles.org> wrote:
I can do 1:00.

On Thu, Jan 24, 2019 at 8:50 AM Brooke Rios <brios@newlosangeles.org> wrote:
Hi all,

I have a flat tire and need to reschedule our 10:00. I could do 1:00 today if everyone is available. If not, we can look at another date.

Apologies,
BR

Sent from my iPhone

--

Kate O'Brien
Founding Principal
New Los Angeles Charter Elementary School
5421 Rodeo Rd.
Los Angeles, CA 90016
kobrien@newlosangeles.org
323-556-9500
www.newlaelementary.org

Brooke Goldberg
Director of Special Education and Student Services
New Los Angeles Charter School
1919 South Burnside Ave.
Los Angeles, CA 90016
p: 323.939.6400
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newlosangeles.org

Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Thursday, February 14, 2019 2:22 PM
To: Brooke Rios
Subject: Re: info Alias

Done. I removed it from Matt's email and added it to yours. I'm going to send a test email to it to make sure it works.

On Thu, Feb 14, 2019 at 12:31 PM Brooke Rios <brios@newlosangeles.org> wrote:

Hi there,

Is it possible to link the info@newlosangeles.org to my email account? I need this for the event and other business as of late.

Thanks!



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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Wednesday, January 23, 2019 1:22 PM
To: Brooke Rios
Subject: Re: Insurance Questions

Hi. I'm going to remove you from these emails and involve Doris when it comes to things like fire alarm beeping.

Is that fine? Or do you want to get her emails?

Xochitl

On Jan 23, 2019, at 1:14 PM, Sandra Giet <sandra.giet@gmail.com> wrote:

Great thank you.

Can you tell me the update on the fire alarm issue?

On Wed, Jan 23, 2019, 12:50 PM Xochitl Lira <xlira@newlosangeles.org> wrote:

Hi Sandra,

See my responses in green below. Also, please make sure to add us and owner as additionally insured.
Thank you!

On Wed, Jan 16, 2019 at 8:01 PM Sandra Giet <sandra.giet@gmail.com> wrote:

Hi Xochitl,

We are in the process of getting our own insurance policy for your facility.
Would you please send us the answers to the bolded questions? I can do the others. I'm assuming Landlord would be the owner, not the school.

Thanks,

Sandra

Account Name: Vineyard Christian Fellowship Westside

Policy # 04M5A0383311

- Physical address of building:
- Effective date of occupancy:
- Occupancy Use (Sanctuary, Sunday School, Office, Parsonage, etc):
- Are you the building owner or tenant:
- Name & Address of landlord: Dosaj, Phyllis Tr and Adams, Allen**
- Actual square footage used by congregation:
- Total square footage of building: 33,794**
- Amount of contents value:
- Year building was constructed: 1959**

- Type of building construction (frame with stucco, etc.): **Brick exterior walls**
- Type of roof (shingles, tile, etc.): **flat composite roofing**
- Number of stories:
- Years of building updates:
 - **Plumbing 2010**
 - **Electrical 2010**
 - **Roofing 2010**
 - **Heating 2010**
- Does the building have:
 - **Fire sprinkler system: Yes**
 - **Smoke detectors on each floor: Yes**
 - **Burglar alarm? Yes**
- Please send pictures of both the front & back of the outside of the building

--

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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Wednesday, January 23, 2019 10:49 AM
To: Xochitl Lira
Subject: Re: Insurance

I would guess yes, but to be sure, contact Matt.

On Wed, Jan 23, 2019 at 10:45 AM Xochitl Lira <xlira@newlosangeles.org> wrote:

Hi,

Do you know if the plumbing, electrical, roofing and heating was all updated in 2009? I requested information from CharterSafe but they don't have that.

--

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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Thursday, January 24, 2019 7:40 PM
To: Xochitl Lira
Subject: Re: Invoice 1029 from Diane Reynolds MFT / Reflective Praxis Consulting

Honestly, I don't think we signed a contract. PO should be fine.

Sent from my iPhone

On Jan 24, 2019, at 6:54 PM, Xochitl Lira <xlira@newlosangeles.org> wrote:

Ok. Was there a contract signed? If not, I will request a PO on SpendBridge.

On Thu, Jan 24, 2019 at 4:17 PM Brooke Rios <brios@newlosangeles.org> wrote:

Hi Xochitl,

This is a PD invoice to be split between the two campuses.

BR

----- Forwarded message -----

From: **Diane Reynolds MFT / Reflective Praxis Consulting** <quickbooks@notification.intuit.com>
Date: Thu, Jan 24, 2019 at 3:39 PM
Subject: Invoice 1029 from Diane Reynolds MFT / Reflective Praxis Consulting
To: <brios@newlosangeles.org>
Cc: <dreynolds@reflectivepraxis.com>

Diane Reynolds MFT / Reflective Praxis Consulting

Dear Brooke,

I just sent an email your way, with the invoice attached for the WAKE-UP services last fall, but as I am now able to invoice directly through Quickbooks, I am also sending the invoice from within that program. To simplify payments, you may pay via the ACH bank transfer link provided (preferred), or via check or credit card. Please call or email if you should have any questions about the invoice.

Thank you!

Kind regards,

Diane Reynolds, MFT, IFECMHS, RPF II
Diane Reynolds MFT / Reflective Praxis Consulting

INVOICE 1029

DUE 02/08/2019

\$2,000.00

Review and pay

Powered by QuickBooks

Diane Reynolds MFT / Reflective Praxis Consulting

1460 7th St., Suite 300 Santa Monica, CA 90401

(310) 766-2360

dreynolds@reflectivepraxis.com

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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Thursday, January 24, 2019 6:55 PM
To: Brooke Rios
Subject: Re: Invoice 1029 from Diane Reynolds MFT / Reflective Praxis Consulting

Ok. Was there a contract signed? If not, I will request a PO on SpendBridge.

On Thu, Jan 24, 2019 at 4:17 PM Brooke Rios <brios@newlosangeles.org> wrote:

Hi Xochitl,

This is a PD invoice to be split between the two campuses.

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Cc: <dreynolds@reflectivepraxis.com>

Diane Reynolds MFT / Reflective Praxis Consulting

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Kind regards,

Diane Reynolds, MFT, IFECMHS, RPF II
Diane Reynolds MFT / Reflective Praxis Consulting

INVOICE 1029

DUE 02/08/2019

\$2,000.00

Review and pay

Powered by QuickBooks

Diane Reynolds MFT / Reflective Praxis Consulting

1460 7th St., Suite 300 Santa Monica, CA 90401

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dreynolds@reflectivepraxis.com

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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Friday, February 15, 2019 8:00 AM
To: Xochitl Lira
Subject: Re: Kaitlin contract

Of course

Sent from my iPhone

On Feb 15, 2019, at 7:47 AM, Xochitl Lira <xlira@newlosangeles.org> wrote:

Hi,

Kaitlin came to me yesterday regarding her contract for next year. She will be done in May and will have a preliminary by the summer, she's wondering if we will revise her contract once that happens since she will no longer be on the intern scale.

--

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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Tuesday, February 19, 2019 8:50 AM
To: Brooke Rios
Subject: Re: LEA Has Not Started on the 2017-18 CRDC

I will submit it for both schools, we have until April 22nd.

On Tue, Feb 19, 2019 at 8:48 AM Brooke Rios <brios@newlosangeles.org> wrote:

Hi Xochitl,

Can you update me on this?

Sent from my iPhone

Begin forwarded message:

From: Civil Rights Data Collection <crdc2@edlistservs.org>
Date: February 19, 2019 at 7:06:23 AM PST
To: Brooke Rios <brios@newlosangeles.org>
Subject: LEA Has Not Started on the 2017-18 CRDC
Reply-To: crdc@aemcorp.com

Greetings,

You are receiving this email because you are listed as your district's Superintendent, Principal Contact and/or Alternate Contact Person for purposes of the Civil Rights Data Collection (CRDC).

According to our records, your LEA has NOT begun to submit the required data into the CRDC submission system. You must activate your account to submit your district's data for the 2017-18 CRDC. Please take the following steps to access the CRDC submission system:

1. Navigate to the CRDC Submission System (<https://surveys.nces.ed.gov/CRDC/>)
2. Select the "Forgot your password" link on the home page (<https://surveys.nces.ed.gov/CRDC/UserAccount/PasswordReset>)
3. Enter your email address and select "Reset Password"
4. You will receive a system generated email from crdc@ed.gov that includes a link to reset your password. *Please note, your email address is your username when accessing the system.*

The CRDC submission system will close to LEAs beginning the week of April 22, 2019. We strongly encourage you to begin the submission process in order to and certify your data submission by the due date.

The Office for Civil Rights (OCR) is tracking the progress of districts throughout the data collection period and it is important that your data are complete, timely and accurate. The CRDC Partner Support Center (PSC) would like to offer several tips to assist you in submitting your data and certifying by the deadline.

Indicator Questions

Throughout the CRDC, there are “indicator questions” that require a yes/no response. A “no” answer to an indicator question lets the CRDC submission system know that additional questions on that topic do not apply. The CRDC will skip these questions for you. For example, if a school indicates that no students are enrolled in Advanced Placement (AP) Mathematics, the submission system will skip over the question asking for counts of students in AP Mathematics based on demographic subgroups.

Skip Logic and Auto-Zero Improvement

To relieve data entry burden, skip logic and auto-zero logic have been built into the submission system to automatically enter values where possible.

Skip logic refers to questions that do not need to be answered based on the response provided to a previous question. For example, if a respondent answers that preschool services are not provided by a school, any future questions pertaining to preschool would be skipped and respondents would not have to answer those questions.

Auto-zero logic applies when enrollment counts are reported as zero, such that later questions pertaining to a sub-set of the enrollment count will automatically have zeros filled in the response. For example, if overall enrollment for Hispanic Males is zero, any subsequent questions pertaining to Hispanic Males will be automatically filled with zero.

Integration between Flat File Upload and Data Entry

Users are able to choose between uploading data via a flat file or manually entering data into the submission system. Either method or a combination of both may be used to enter and correct data.

Partial File Submission

LEAs have the ability to submit partial data files to the submission system. A specific LEA or school form record does not need to contain all data elements for the form. Subsequent submissions for a specific LEA or School form record need only contain additions or changes to data elements submitted previously. If previously submitted data need to be revised, users can simply re-submit the updated data for that individual school or LEA.

Additional Resources

The following documents are available on the CRDC Resource Center to assist you in submitting your data:

- List of Data Elements (Flat File Specs):
<https://crdc.grads360.org/#communities/pdc/documents/16888>
- Excel Template LEA Form (used to input the LEA-specific data and contains all the items required in the 2017-18 CRDC Survey):<https://crdc.grads360.org/#communities/pdc/documents/17574>
- Excel Template School Form (used for entering school-specific information and has columns for entering data for up to ten (10) schools. An LEA with more than 10 schools may use additional templates. There is no limit to how many templates an LEA may complete):<https://crdc.grads360.org/#communities/pdc/documents/17576>
- How to Import CSV Files into Excel Files:<https://crdc.grads360.org/#communities/pdc/documents/17714>

To access additional resources such as instructional videos, collection templates, technical assistance documents and data tips to assist in the submission of data, please visit the CRDC Resource Center at <https://crdc.grads360.org/>.

If you have questions regarding this mandatory data collection, then please contact the CRDC PSC. The CRDC PSC provides technical assistance to school districts on behalf of the U.S. Department of Education. The PSC is available to address questions Monday through Friday between 8:00 a.m. and 6:00 p.m. Eastern Time, excluding Federal Holidays.

Thank you,

CRDC Partner Support Center

Telephone: 855-255-6901

Fax: 888-329-3336

E-mail: crdc@aemcorp.com

CRDC Resource Center: <https://crdc.grads360.org>

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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Thursday, February 21, 2019 3:27 PM
To: Brooke Rios
Cc: Kate O'Brien; Brooke Goldberg; Daryl Brook
Subject: Re: Leadership Team Meetings

That works for me.

On Thu, Feb 21, 2019 at 3:24 PM Brooke Rios <brios@newlosangeles.org> wrote:

Well, scratch that. I have a meeting with a Board member at 11 pm off campus. Can we do an early meeting, like 7-8:30 for this meeting, and then switch to the 10-11:30 time slot after?

On Thu, Feb 21, 2019 at 7:16 AM Kate O'Brien <kobrien@newlosangeles.org> wrote:

Yup, that works for me.

On Thu, Feb 21, 2019 at 6:15 AM Brooke Goldberg <bgoldberg@newlosangeles.org> wrote:

That works! It is still during the sped meeting, but I think it is fine if I miss it every other week.

On Wed, Feb 20, 2019 at 11:05 AM Daryl Brook <dbrook@newlosangeles.org> wrote:

Yes!

Daryl L. Brook
Middle School Principal
New Los Angeles Charter School
1919 S. Burnside Avenue
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On Wed, Feb 20, 2019 at 10:55 AM Brooke Rios <brios@newlosangeles.org> wrote:

It seems like there are some conflicts during this time. Would 10:30-12:00 work better for everyone?

On Wed, Feb 20, 2019 at 9:09 AM Brooke Goldberg <bgoldberg@newlosangeles.org> wrote:

I have a standing sped meeting at MS during this time, but I can ask BW to facilitate on weeks that I cannot be there.

And yes, we can move our meeting time Daryl.

On Wed, Feb 20, 2019 at 9:04 AM Xochitl Lira <xlira@newlosangeles.org> wrote:

Works for me. Except this coming week we have the CDE at ES and I want to make sure I'm there. If she doesn't need anything from me then I can definitely make it.

On Wed, Feb 20, 2019 at 8:56 AM Daryl Brook <dbrook@newlosangeles.org> wrote:

Gabrielle and I have a standing meeting with BG at that time, but I am sure we can change it. Right BG?

Daryl L. Brook
Middle School Principal
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On Wed, Feb 20, 2019 at 7:14 AM Brooke Rios <brios@newlosangeles.org> wrote:
Hello All,

How does every other Tuesday from 9:30-11:00 work starting on Tuesday 2/26?

Thanks,
BR



Brooke Rios, Executive Director
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--
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Kate O'Brien
Founding Principal
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kobrien@newlosangeles.org
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www.newlaelementary.org



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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Monday, January 07, 2019 10:31 AM
To: Brooke Rios
Subject: Re: Marchan

Marshan Jefferson

On Mon, Jan 7, 2019 at 10:22 AM Brooke Rios <brios@newlosangeles.org> wrote:
Hi Xochitl,

Can you send me the spelling of her first and last name?

Thanks!
BR

--

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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Saturday, January 05, 2019 2:58 PM
To: Brooke Rios
Subject: Re: Meeting on Monday Re: Strike

Hi!

Yes, I did review the document. That sounds good. See you Monday.

Thanks!

On Fri, Jan 4, 2019 at 8:38 AM Brooke Rios <brios@newlosangeles.org> wrote:

Hi Xochitl,

I am not sure if you had a chance to look at the Strike Preparedness document, but I rearranged assigned roles due to Matt's departure. I think it makes sense for you to be the lead on operations for the Strike. I will support you with in this role, of course. I have asked CCSA to invite you to several member calls scheduled for this week with strike updates.

I would like to meet during our regularly scheduled time on Monday to review some recent materials provided by CCSA and CSD. I would like to work with you to prepare an operations update to be delivered during weekly ops meetings this week. Sound good?

I hope the Open Houses go well this weekend!

Best wishes,
Brooke

--

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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Tuesday, February 12, 2019 4:00 PM
To: Brooke Rios
Subject: Re: mileage

Every year it changes but we have never reimbursed for mileage so it never came up. The IRS sets those rates every year.

On Tue, Feb 12, 2019 at 3:58 PM Brooke Rios <brios@newlosangeles.org> wrote:
That's odd. Why did it change?

On Tue, Feb 12, 2019 at 3:56 PM Xochitl Lira <xlira@newlosangeles.org> wrote:
Hi,

Daryl approved Sayasy for mileage reimbursement for the CPM workshops. The rate on our reimbursement form is .50 cents, however, the rate for 2018 was .54. Which one do you want me to use to reimburse her?

--

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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, February 12, 2019 4:01 PM
To: Xochitl Lira
Subject: Re: mileage

Let's use the IRS rate for 2019. If the most recent rate is 2018, lets use that.

On Tue, Feb 12, 2019 at 3:59 PM Xochitl Lira <xlira@newlosangeles.org> wrote:

Every year it changes but we have never reimbursed for mileage so it never came up. The IRS sets those rates every year.

On Tue, Feb 12, 2019 at 3:58 PM Brooke Rios <brios@newlosangeles.org> wrote:

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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, February 12, 2019 3:59 PM
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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Tuesday, January 08, 2019 6:57 PM
To: Xochitl Lira
Subject: Re: MiSiS Charter Project Phase 2 and Data Use Agreement Update Call (CCSA)

Thank you!

On Tue, Jan 8, 2019 at 6:37 PM Xochitl Lira <xlira@newlosangeles.org> wrote:

Yes, I will.

I didn't get that email. Ill email Pamela to add me to the list.

Xochitl

On Jan 8, 2019, at 6:20 PM, Brooke Rios <brios@newlosangeles.org> wrote:

Hi Xochitl,

Are you planning to be on this call?

----- Forwarded message -----

From: **Pamela Magee** <pmagee@palihigh.org>
Date: Tue, Jan 8, 2019 at 6:08 PM
Subject: MiSiS Charter Project Phase 2 and Data Use Agreement Update Call (CCSA)
To: Gina Plate <gplate@ccsa.org>, Chris Copolillo <ccopolillo@ccsa.org>, vbraimah@citycharterschools.org <vbraimah@citycharterschools.org>, dfoster@laalliance.org <dfoster@laalliance.org>, Cassy Horton <chorton@ccsa.org>, jshultz@greendot.org <jshultz@greendot.org>, Johnathan Williams <jwilliams@accelerated.org>, kward@cwclosangeles.org <kward@cwclosangeles.org>, linda@losfelizarts.org <linda@losfelizarts.org>, DRodriguez@paralosninos.org <DRodriguez@paralosninos.org>, hjoe@gabri.org <hjoe@gabri.org>, rdeomampo@wearesynergy.org <rdeomampo@wearesynergy.org>, jhur@cwclosangeles.org <jhur@cwclosangeles.org>, Annabelle Eliashiv <annabelle.eliashev@greendot.org>, cwagner@galsla.org <cwagner@galsla.org>, nbarriga@resoluteacademy.org <nbarriga@resoluteacademy.org>, Keith Dell'Aquila <KDellAquila@ccsa.org>, emorris@endeavorcollegeprep.org <emorris@endeavorcollegeprep.org>, fabio@renarts.org <fabio@renarts.org>, aberfield@newheightscharter.org <aberfield@newheightscharter.org>, ellavan@laalliance.org <ellavan@laalliance.org>, sandrade@wearesynergy.org <sandrade@wearesynergy.org>, Sfigueroa@paralosninos.org <Sfigueroa@paralosninos.org>, brios@newlosangeles.org <brios@newlosangeles.org>, j.clark@villagecharteracademy.com <j.clark@villagecharteracademy.com>, framirez@myvaughncharter.com <framirez@myvaughncharter.com>, Vivian Haun <vhaun@ccsa.org>, erin.studer@chimeinstitute.org <erin.studer@chimeinstitute.org>

Dear Los Angeles Charter Leaders:

LAUSD should have sent you a new MISIS Data Usage Agreement, or will be sending it to you very shortly. We encourage you to hold off on signing until you have (1) reviewed with your counsel and (2) had an opportunity to hear important updates on the context and implications of the proposed agreements from CCSA. To that end, we invite you to please join CCSA's Regional Advocacy and Special

Education teams for an important member call on Wednesday, December 12, 2018, from 11am-12pm to hear more on these critical updates and next steps.

Background

Last week you may have received a letter from CSD (attached to this email) providing an update on the District's compliance with the Modified Consent Decree (MCD) along with information about the roll-out of MiSiS Phase 2 and its required data submissions. Additionally, we're informed that beginning this week charter schools will receive a proposed amendment to the existing Phase 1 Data Use Agreement (DUA) that the District will ask you to sign and return by January 18, 2019. For the reasons set forth below, we strongly encourage you to hold off on signing the agreement; to join us on the member call described above; and to review the DUA and consult with your attorneys before taking any further action.

MiSiS Phase 1 and Phase 2 Data Points

You will recall that MiSiS Phase 1 required LAUSD-authorized charter schools to submit enrollment and directory-type data points pursuant to the Phase 1 DUA. Following significant back-and-forth with the District and tremendous input from several charter schools and their legal counsel, 100% of LAUSD-authorized charter schools signed the Phase 1 DUA and are in the process of configuring their data. Consequently, Phase 1 implementation is nearly complete. However, the Phase 2 data points are significantly more expansive than Phase 1, and include sensitive information like student testing, discipline, ELL, and graduation data.

DUA Amendment Concerns

Rather than drafting a new DUA for Phase 2, the District has proposed an amendment that will simply apply the substantive terms of the Phase 1 DUA to all Phase 2 data. However, the underlying DUA contains language indicating that data collected may be used by the District not only for MCD compliance purposes, but also oversight purposes. We wanted to bring this language to your attention.

Recommended Next Steps

As outlined in the attached CSD letter, by the end of the 2018-19 school year the District expects all charter schools to complete configuration of their student information systems to enable data sharing. The District will then require schools to upload Phase 2 data at the start of the 2019-20 year. While we respect the effort to move Phase 2 forward, we believe it is in charter community's best interest to take the time to carefully review, with counsel, the DUA amendment as it applies to the Phase 2 data, and ensure the current agreement protects charter school autonomy by coordinating with the broader community. Please join next week's call for this reason.

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<invite.ics>

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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Thursday, January 10, 2019 9:01 AM
To: Brooke Rios
Subject: Re: Monday

Ok.

On Thu, Jan 10, 2019 at 8:50 AM Brooke Rios <brios@newlosangeles.org> wrote:

After Kate's coffee, see if you can grab her and give me a call. I have reached out to our RA at CCSA as well to see what they advise. The direction for blocked entryway is to call the police, which will do nothing.

On Thu, Jan 10, 2019 at 8:48 AM Xochitl Lira <xlira@newlosangeles.org> wrote:

Sure.

On Thu, Jan 10, 2019 at 8:36 AM Brooke Rios <brios@newlosangeles.org> wrote:

That's great news, actually, because it means that they are not planning to use the parking lot. After the parent coffee, can the three of us get on a quick call?

Thank you!

On Thu, Jan 10, 2019 at 8:27 AM Xochitl Lira <xlira@newlosangeles.org> wrote:

Hi,

Silvana just came to me and told me that a BH office staff member told her that protestors plan to block the gate to the parking lot on Monday. She told Silvana she didn't hear it from her.

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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Thursday, January 10, 2019 8:50 AM
To: Xochitl Lira
Subject: Re: Monday

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From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Thursday, January 10, 2019 8:48 AM
To: Brooke Rios
Cc: Kate O'Brien
Subject: Re: Monday

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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Thursday, January 10, 2019 8:37 AM
To: Xochitl Lira
Cc: Kate O'Brien
Subject: Re: Monday

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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Thursday, February 07, 2019 10:32 AM
To: Xochitl Lira
Subject: Re: Monthly Campus Data Overview 18/19 - Invitation to edit

I am glad to hear that you are passing this along. This isn't the type of thing that I want tying up your time!

On Thu, Feb 7, 2019 at 10:29 AM Xochitl Lira <xlira@newlosangeles.org> wrote:

Yes, I requested the January invoice draft from Rev foods a few days ago but still haven't received it. This is one of the things I am passing along to them. It's a whole process. But without the invoice we can't get it started. I will get on Rev Foods about this.

On Thu, Feb 7, 2019 at 10:26 AM Brooke Rios <brios@newlosangeles.org> wrote:

One more thought- is this something that needs to be handed off to Site Managers?

On Thu, Feb 7, 2019 at 10:24 AM Brooke Rios <brios@newlosangeles.org> wrote:

Thanks. Can the NSLP reimbursement draft be requested the week before the data report is due in the future? This way, everything is complete by the Monday prior to the Board meeting, which is when I typically meet with the principals to review campus data.

On Thu, Feb 7, 2019 at 10:00 AM Xochitl Lira <xlira@newlosangeles.org> wrote:

I don't have the invoice from Rev foods yet. I can't do the claim for reimbursement without reviewing that first. I requested a draft but haven't heard back.

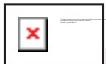
I fixed the 504s for MS.

On Thu, Feb 7, 2019 at 9:56 AM Brooke Rios (via Google Sheets) <drive-shares-noreply@google.com> wrote:

Brooke Rios has invited you to **edit** the following spreadsheet:



[Monthly Campus Data Overview 18/19](#)



Hi Xochitl,

I need this for the Board packet today. Is it possible to have the NSLP and 504 information complete by this afternoon, no later than 2?

Thank you,

Brooke

[Open in Sheets](#)

Google Sheets: Create and edit spreadsheets online.

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because someone shared a spreadsheet with you from Google Sheets.



--
Xochitl Lira, Ed.D.

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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Thursday, February 07, 2019 10:30 AM
To: Brooke Rios
Subject: Re: Monthly Campus Data Overview 18/19 - Invitation to edit

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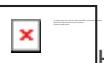
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Brooke Rios has invited you to **edit** the following spreadsheet:



[Monthly Campus Data Overview 18/19](#)



Hi Xochitl,

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Thank you,

Brooke

[Open in Sheets](#)

Google Sheets: Create and edit spreadsheets online.

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because someone shared a spreadsheet with you from Google Sheets.



--
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Los Angeles, CA 90016

T: 323.939.6400

F: 323.939.6411

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Melanie McAlpine

From: Brooke Rios <brios@newlosangeles.org>
Sent: Thursday, February 07, 2019 10:26 AM
To: Xochitl Lira
Subject: Re: Monthly Campus Data Overview 18/19 - Invitation to edit

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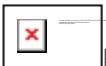
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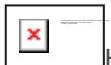
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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Monday, February 25, 2019 2:35 PM
To: Brooke Rios
Subject: Re: <Please RSVP> Member Call re Charter Inclusion in LAUSD Parcel Tax, BD 5 Rock the Vote Event, and More!

Yes.

On Mon, Feb 25, 2019 at 2:02 PM Brooke Rios <brios@newlosangeles.org> wrote:

Hi Xochitl,

Can you attend this call?

----- Forwarded message -----

From: **Cassy Horton** <chorton@ccsa.org>
Date: Thu, Feb 21, 2019 at 8:10 PM
Subject: <Please RSVP> Member Call re Charter Inclusion in LAUSD Parcel Tax, BD 5 Rock the Vote Event, and More!
To:
Cc: Keith Dell'Aquila <KDellAquila@ccsa.org>, Chris Copolillo <ccopolillo@ccsa.org>, Jason Rudolph <jrudolph@ccsa.org>, Luis Figueroa <lfigueroa@ccsa.org>, Alix Fraser <afraser@ccsa.org>

Los Angeles Charter Leaders,

I am writing to invite you to a member call next Tuesday, March 26 from 5:30pm-6:30pm for updates regarding charter inclusion in a potential L.A. Unified parcel tax, and to share important information with you regarding the current Los Angeles charter landscape, including 2020 charter renewals, growth, and Board District 5 non-partisan information. Please email [Jason Rudolph](#) to RSVP for the member call.

To begin that conversation, I am sharing initial information below. Please mark your calendars for the dates flagged in red, and please reply to the appropriate LA RA team member to take action on items highlighted in yellow.

Thanks,

Cassy

Ensuring Equitable Charter Inclusion in Likely L.A. Unified Parcel Tax

On Tuesday, February 19 Superintendent Beutner and his team notified the L.A. Unified board of his intent to bring a plan for a parcel tax forward during the Tuesday, February 26 Committee of the Whole meeting. District leadership and most board members have publicly articulated their intent to include charter schools in the parcel tax proposal; however, we have seen time again across the state and with Measure Q in Los Angeles that how charter schools are included matters just as much as intent when it comes to securing and protecting equitable access to resources. We are working quickly to ensure that the District is aware of the necessary language and placement of language for a ballot measure and resolution to sufficiently protect

charter inclusion and allocation of funds. Until we have clarity on those specifics, it will be important that the charter community stay aligned and prepared to advocate for appropriate inclusion if needed. Our unified voice must be one that calls for equity of resources and funds for all public school students.

Mark Your Calendar:

- Committee of the Whole report on a possible parcel tax: Tuesday, February 26
- Likely Parcel Tax Resolution Vote: Tuesday, March 5

Take Action:

- Email [Jason Rudolph](#) if you or representatives from your school community are able to attend either of the meetings above, and would be interested in advocating for equitable charter inclusion.

Charter Community Rock the Vote Event on Saturday, March 2 for Board District 5

On Tuesday, March 5 voters in LA Unified's board district 5 will head to the polls to cast their ballot in a special election to fill that board seat. Voter turnout is critical in this election, and any work we can do to encourage our school communities to voting and civic engagement work will make all the District in a run-off and future elections. That's why we invite you to join us for one of two volunteer shifts that day. Join families, parents, students, community organizations, and elected officials as we work together as a united community who cares about kids to let voters in the Southeast Cities know that there is an important election coming up.

Mark Your Calendar:

- Charter Community Rocks the Vote in BD 5 (Non-Partisan Event)
 - Alta Public Schools, Southeast LA, RSVP for address
 - Saturday, March 2
 - 10am-1pm or 2pm-5pm

Take Action:

- We will share an event flyer, social media posts, and a parent and staff email for you to distribute promoting the event tomorrow.
- Please email [Chris Copolillo](#) to RSVP for one of the two shifts.
- Our team will be reaching out to you on Monday to provide you with more event details, and to see who from your friends, family, and school community can join us.

Let Us Know if You're Growing

Coming out of the first few weeks in January, are working quickly and strategically to ensure we have the information and alignment necessary to support new high-quality charter petitions within the L.A. region. We are carefully monitoring upcoming changes to the County board of education, and are prepared to work collectively to push back against anti-charter legislation from Sacramento that may threaten local authorizing policy. In order to coordinate these efforts, we must know if you are planning to submit a new charter petition or material revision for growth in 2019.

Take Action:

- Email [Josue Cofresi](#) to share any existing growth plans or questions about growth by next Wednesday, February 27 so we can work to quickly align resources, supports and strategy LA-county wide.

Confirm Your 2020-21 Charter Renewal Status

It's time to begin planning for your 2020-2021 charter renewals. We anticipate that shifts in the local and statewide political environment could make these renewals more challenging than ever. It will be important that we submit our renewal petitions early and together, no later than September 2019 to ensure that you have the time, support, and coordination to best protect your students and families.

Mark Your Calendar:

- Save the date. We will be sending out an invitation shortly for our annual renewal workshop, which will take place in early April.

Take Action:

- Review the attached list of schools we expect to be up for renewal.
 - Email [Keith Dell'Aquila](#) if there are any mistakes regarding your schools' inclusion or exclusion.
 - Email Keith Dell'Aquila to let him know if you received a "Renewal Letter" from the CSD.
- Be on the look-out for an email from your LA RA team member to set up time at conference or in March to talk about your renewal one-on-one.

Attend CCSA's Los Angeles Regional Meeting on Monday, March 11 from 4:00pm-5:15pm

Don't miss our Los Angeles Regional Meeting at CCSA's annual conference. The meeting will take place just days after the primary election for the board district 5 race, and will be an important opportunity for our community to reflect, plan, and align on important collective work for the rest of this year. Wine and snacks provided!

Mark Your Calendar:

- Monday, March 11 from 4:00pm-5:15pm @ the Sacramento Convention Center, room forthcoming

Plan Now for Upcoming Legislative Advocacy in Sacramento

With shifts in Sacramento, we know this legislative cycle will be the most challenging we've seen in years. It's time to start planning so our community is ready to push back against harmful anti-charter legislative threats.

Take Action:

- Email [Keith Dell'Aquila](#) with the name of the point person on your team who should be notified or cc'd on communication regarding legislative threats and can work quickly to sign letters of opposition on harmful bills.

ApplyLA Charter Enrollment Platform Open for Year 2 Signup

[ApplyLA](#), the online application system that makes it easy for Los Angeles families to apply to multiple charter public schools on a single website, is opening the platform to all charter public schools in Los Angeles that wish to join. To-date ApplyLA has helped over 6,000 families submit more than 10,000 applications to 31 schools using a single, common application.

Take Action:

- To express interest in joining the platform, please [fill out this form](#) before 3/15, and read [this summary](#) for more information. This effort is supported by Great Public Schools Now.

Alert CCSA of PRAs

Over the past few weeks, we have been made aware of an uptick in various PRAs to Los Angeles charter public schools. We are working to provide support and resources in response to these PRAs.

Take Action:

- Email Jason Rudolph to set up time to discuss any events, instances, or concerns.

If you have thoughts, questions or concerns, please let us know.

Cassy

Cassy Horton
Managing Director, Regional Advocacy, Greater Los Angeles
California Charter Schools Association
Cell: 213-926-7763
Email: chorton@ccsa.org
Website: www.ccsa.org



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Melanie McAlpine

From: Xochitl Lira <xlira@newlosangeles.org>
Sent: Tuesday, January 08, 2019 6:37 PM
To: Brooke Rios
Subject: Re: MiSiS Charter Project Phase 2 and Data Use Agreement Update Call (CCSA)

Yes, I will.

I didn't get that email. Ill email Pamela to add me to the list.

Xochitl

On Jan 8, 2019, at 6:20 PM, Brooke Rios <brios@newlosangeles.org> wrote:

Hi Xochitl,

Are you planning to be on this call?

----- Forwarded message -----

From: [Pamela Magee <pamela.magee@palihigh.org>](mailto:Pamela.Magee@palihigh.org)
Date: Tue, Jan 8, 2019 at 6:08 PM
Subject: MiSiS Charter Project Phase 2 and Data Use Agreement Update Call (CCSA)
To: Gina Plate <gplate@ccsa.org>, Chris Copolillo <ccopolillo@ccsa.org>, vbraimah@citycharterschools.org <vbraimah@citycharterschools.org>, dfoster@laalliance.org <dfoster@laalliance.org>, Cassy Horton <chorton@ccsa.org>, jshultz@greendot.org <jshultz@greendot.org>, Johnathan Williams <jwilliams@accelerated.org>, kward@cwclosangeles.org <kward@cwclosangeles.org>, linda@losfelizarts.org <linda@losfelizarts.org>, DRodriguez@paralosninos.org <DRodriguez@paralosninos.org>, hjoe@gabri.org <hjoe@gabri.org>, rdeomampo@wearesynergy.org <rdeomampo@wearesynergy.org>, jhur@cwclosangeles.org <jhur@cwclosangeles.org>, Annabelle Eliashiv <annabelle.eliashev@greendot.org>, cwagner@galsla.org <cwagner@galsla.org>, nbarriga@resoluteacademy.org <nbarriga@resoluteacademy.org>, Keith Dell'Aquila <KDellAquila@ccsa.org>, emorris@endeavorcollegeprep.org <emorris@endeavorcollegeprep.org>, fabio@renarts.org <fabio@renarts.org>, aberfield@newheightscharter.org <aberfield@newheightscharter.org>, ellavan@laalliance.org <ellavan@laalliance.org>, sandrade@wearesynergy.org <sandrade@wearesynergy.org>, Sfigueroa@paralosninos.org <Sfigueroa@paralosninos.org>, brios@newlosangeles.org <brios@newlosangeles.org>, j.clark@villagecharteracademy.com <j.clark@villagecharteracademy.com>, framirez@myvaughncharter.com <framirez@myvaughncharter.com>, Vivian Haun <vhaun@ccsa.org>, erin.studer@chimeinstitute.org <erin.studer@chimeinstitute.org>

Dear Los Angeles Charter Leaders:

LAUSD should have sent you a new MISIS Data Usage Agreement, or will be sending it to you very shortly. We encourage you to hold off on signing until you have (1) reviewed with your counsel and (2) had an opportunity to hear important updates on the context and implications of the proposed agreements from CCSA. To that end, we invite you to please join CCSA's Regional Advocacy and Special Education teams for an important member call on Wednesday, December 12, 2018, from 11am-12pm to hear more on these critical updates and next steps.

Background

Last week you may have received a letter from CSD (attached to this email) providing an update on the

District's compliance with the Modified Consent Decree (MCD) along with information about the roll-out of MiSiS Phase 2 and its required data submissions. Additionally, we're informed that beginning this week charter schools will receive a proposed amendment to the existing Phase 1 Data Use Agreement (DUA) that the District will ask you to sign and return by January 18, 2019. For the reasons set forth below, we strongly encourage you to hold off on signing the agreement; to join us on the member call described above; and to review the DUA and consult with your attorneys before taking any further action.

MiSiS Phase 1 and Phase 2 Data Points

You will recall that MiSiS Phase 1 required LAUSD-authorized charter schools to submit enrollment and directory-type data points pursuant to the Phase 1 DUA. Following significant back-and-forth with the District and tremendous input from several charter schools and their legal counsel, 100% of LAUSD-authorized charter schools signed the Phase 1 DUA and are in the process of configuring their data. Consequently, Phase 1 implementation is nearly complete. However, the Phase 2 data points are significantly more expansive than Phase 1, and include sensitive information like student testing, discipline, ELL, and graduation data.

DUA Amendment Concerns

Rather than drafting a new DUA for Phase 2, the District has proposed an amendment that will simply apply the substantive terms of the Phase 1 DUA to all Phase 2 data. However, the underlying DUA contains language indicating that data collected may be used by the District not only for MCD compliance purposes, but also oversight purposes. We wanted to bring this language to your attention.

Recommended Next Steps

As outlined in the attached CSD letter, by the end of the 2018-19 school year the District expects all charter schools to complete configuration of their student information systems to enable data sharing. The District will then require schools to upload Phase 2 data at the start of the 2019-20 year. While we respect the effort to move Phase 2 forward, we believe it is in charter community's best interest to take the time to carefully review, with counsel, the DUA amendment as it applies to the Phase 2 data, and ensure the current agreement protects charter school autonomy by coordinating with the broader community. Please join next week's call for this reason.

Disclaimer

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<invite.ics>

LOC CODE	SCHOOL NAME
8015	New LA Charter School
7581	New LA Elementary School
8015	New LA Charter School
7581	New LA Elementary School

CMO (IF APPLICABLE)	FIRST NAME	LAST NAME
	Mathew B.	Albert
	Allison S.	Arkin
	Steve	Barrett
	Deborah	Christenson
	Kevin	Doyle
	Tim A.	Kusserow
	Jonathan	Lopez
	Susan M.	Nickerson
	Peter P.	Sheehy
	Bari	Sherman
	Richard	Weil
	Mathew B.	Albert
	Brooke	Rios
	Brooke	Rios

TITLE/POSITION	ADDRESS
Executive Director	
Board Chair	
Board Member	
Boad Member	
Board Member Secretary	
Board Member Treasurer	
Board Member	
Board Member Treasurer	
Executive Director	
Executive Director	
Executive Director	

001127

NOTES
No longer an employee (12/31/18)
No longer a board member (12/31/18)
No longer an employee (12/31/18)



**NEW LOS ANGELES
CHARTER SCHOOLS**

GOVERNING BOARD REGULAR MEETING ORDER OF BUSINESS

Location: New Los Angeles Charter School, 1919 S. Burnside Avenue, Los Angeles, CA 90016
6:30 PM, February 25, 2019

1. Call to order
2. Public Comment*
3. Approval of Board Meeting Minutes from 12-10-18 [ACTION ITEM]
4. Passion for Learning: A 5 Minute Presentation of Student Work
5. Executive Director Report
 - Board Member Recruitment- Anita Landecker and George Leftwich
 - LAUSD Labor Negotiations
 - Mid- City Vineyard Church Update
 - Night at New LA, March 21, 2019
 - Stakeholder Meetings
 - Prop 39 Offer
 - Elementary School Site Search
 - Form 700
 - Approval of 2019-2020 Calendar for New LA Elementary School
 - Approval of 2019-2020 Calendar for New LA Middle School
 - Approval of New LA Elementary School SARC
 - Approval of New LA Middle School SARC
 - Approval of Low Performing Students Block Grant[ACTION ITEM]
[ACTION ITEM]
[ACTION ITEM]
[ACTION ITEM]
[ACTION ITEM]
[ACTION ITEM]
6. Campus Reports
 - Elementary School Report
 - Campus Data Report
 - SPED Update
 - 2019-2020 Enrollment Update
 - LAUSD Oversight Visit, March 17, 2019
 - Middle School Report
 - Campus Data Report
 - SPED Update
 - 2019-2020 Enrollment Update
 - LAUSD Oversight Visit, November 2018
7. Closed Session

Recess to Closed Session for Discussion and/or Action on the following items in accordance with the Brown Act, Government Code Section 54950 et seq., and the Education Code and pursuant to Government Code Section 54954.5. The closed session will be held pursuant to Section 54956.7 as follows:

CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: Gisselle Dominguez v. NLACS, et. al.

**Board meetings are open to the public. An agenda is posted on the front door of the middle school no less than 72 hours prior to the start of each regular meeting. The public may address the Board at the commencement of the meeting on any item that is described in this notice or other issues under the purview of the Board, or may speak on any agenda topic. Speakers must sign up before the board takes up the issue. Comments are limited to two (2) minutes. Members of the board are not permitted to respond directly. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to the Director of Operations or in person or by calling (323) 939-6400.*



PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: one (1) case.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

1. Adjourn

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Fiscal Policies and Procedures Handbook

New Los Angeles Charter School

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NEW LOS ANGELES CHARTER SCHOOL FISCAL CONTROL POLICIES AND PROCEDURES

OVERVIEW

The Governing Board of NEW LOS ANGELES CHARTER SCHOOL has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds of NEW LOS ANGELES CHARTER SCHOOL to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

1. The Governing Board formulates financial policies and procedures, delegate's administration of the policies and procedures to the Executive Director and reviews operations and activities on a regular basis.
2. The Executive Director has responsibility for all operations and activities related to financial management.
3. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.
4. All administrative employees are required to take annual vacations of at least five (5) consecutive days.
5. All documentation related to financial matters will be completed by computer, word processor, typewriter, or ink.
6. The Governing Board will commission an annual financial audit by an independent third party auditor who will report directly to them. The Governing Board will approve the final audit report, and a copy will be provided to the charter-granting agency. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the Governing Board and the charter-granting agency.
7. The Governance Council can appoint someone else to perform the Executive Director's responsibilities in the case of absence.

Annual Financial Audit

1. The Governing Board will annually appoint an audit committee by January 1 to select an auditor by March 1 prior to year end (June 30th).
2. Any persons with expenditure authorization or recording responsibilities within the school may not serve on the committee.
3. The committee will annually contract for the services of an independent certified public accountant to perform an annual fiscal audit.
4. The audit shall include, but not be limited to:
 - a. An audit of the accuracy of the financial statements
 - b. An audit of the attendance accounting and revenue accuracy practices
 - c. An audit of the internal control practices

NEW LOS ANGELES CHARTER SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

PURCHASING

1. The Executive Director may authorize expenditures and may sign related contracts within the approved budget. The Governing Board must review all expenditures. This will be done via approval of a check register which lists all checks written during a set period of time and includes check #, payee, date, and amount. The Governing Board must also approve contracts over \$5,000.
2. The Executive Director must approve all purchases. Purchase requisitions, authorizing the purchase of items greater than \$500 (format to be provided by ExED), must be signed by the Executive Director and submitted to ExED with the related invoice.
3. When approving purchases, the Executive Director must:
 - a. Determine if the expenditure is budgeted
 - b. Determine if funds are currently available for expenditures (i.e. cash flow)
 - c. Determine if the expenditure is allowable under the appropriate revenue source
 - d. Determine if the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations
 - e. Determine if the price is competitive and prudent. All purchases over \$5,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services
4. Any individual making an authorized purchase on behalf of the school must provide ExED with appropriate documentation of the purchase.
5. Individuals other than those specified above are not authorized to make purchases without pre-approval.
6. Individuals who use personal funds to make unauthorized purchases will not be reimbursed. Authorized purchases will be promptly reimbursed by a bank check upon receipt of appropriate documentation of the purchase.
7. The Executive Director may authorize an individual to use a school credit card to make an authorized purchase on behalf of the school, consistent with guidelines provided by the Executive Director and/or Governing Board.
 - a. The school card will be kept under locked supervision in the Executive Director's office, and authorized individuals must sign the credit card out and must return the credit card and related documentation of all purchases within 24 hours of the purchases, unless otherwise authorized by the Executive Director.
 - b. If receipts are not available or are "missing", the individual making the charge will be held responsible for payment.
 - c. Credit cards will bear the names of both NEW LOS ANGELES CHARTER SCHOOL and the Executive Director.
 - d. Debit cards are not allowed.

Petty Cash

1. The Office Manager will manage the petty cash fund.
2. The petty cash fund will be capped at \$350.

NEW LOS ANGELES CHARTER SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

3. All petty cash will be kept in a locked petty cash box in a locked drawer or file cabinet. Only the Office Manager and Executive Director will have keys to the petty cash box and drawer or file cabinet.
4. All disbursements will require a completed and signed petty cash slip. A register receipt for all purchases must be attached to the petty cash slip.
5. ExED will insure that the petty cash slip is properly completed and that a proper receipt is attached.
6. At all times the petty cash box will contain receipts and cash totaling \$350. A register receipt must support the petty cash slip. The individual using the petty cash to make a purchase is responsible for submitting the receipt for the petty cash slip to the Office Manager within 48 hours of withdrawing the petty cash.
7. When expenditures total \$200 (when cash balance is reduced to \$150), the Office Manager will total the disbursements, complete a petty cash reimbursement form, and obtain the approval of the Executive Director. This should be done on at least a quarterly basis. The petty cash slips and supporting receipts will be attached to the reimbursement request form and forwarded to ExED.
8. Petty cash fund reimbursement checks will be made payable to the Executive Director.
9. Any irregularities in the petty cash fund will be immediately reported in writing to the Executive Director.
10. Loans will not be made from the petty cash fund.
11. ExED will conduct surprise counts of the petty cash fund.

Contracts

1. Consideration will be made of in-house capabilities to accomplish services before contracting for them.
2. Office staff will keep and maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over \$5,000.
 - a. Competitive bids will be obtained where required by law or otherwise deemed appropriate and in the best interests of the school.
3. Written contracts clearly defining work to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors).
 - a. Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect. The Executive Director may also require that contract service providers list the school as an additional insured.
4. If the contract service provider is a sole proprietor or a partnership (including LP, and LLP), the office manager will obtain a W-9 from the contract service provider prior to submitting any requests for payments to ExED.
5. The Executive Director will approve proposed contracts and modifications in writing.
6. Contract service providers will be paid in accordance with approved contracts as work is performed.
7. The Executive Director will be responsible for ensuring the terms of the contracts are fulfilled.

**NEW LOS ANGELES CHARTER SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES**

8. Potential conflicts of interest will be disclosed upfront, and the Executive Director and/or Member(s) of the Governance Council with the conflict will excuse themselves from discussions and from voting on the contract.

**NEW LOS ANGELES CHARTER SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES**

ACCOUNTS PAYABLE

Bank Check Authorization

1. All original invoices will immediately be forwarded to the Executive Director for approval.
2. The Executive Director will carefully review each invoice, attach all supporting documentation, and verify that the specified services and/or goods were received. When receiving tangible goods from a vendor, the person designated to receive deliveries should trace the merchandise to the packing list and note any items that were not in the shipment. The packing list should be submitted to ExED with the invoice. ExED will adjust the invoice for any missing items noted on the packing list before processing for payment.
3. Once approved by the Executive Director, he/she will stamp a check authorization on the invoice and complete the required information, including noting the specific budget line item that is to be charged for the specified expenditures. The invoice and supporting documentation will be sent to ExED on at least a weekly basis (Executive Director should be aware of invoice due dates to avoid late payments). ExED will then process the invoices with sufficient supporting documentation.
4. The Executive Director may authorize ExED to pay recurring expenses (e.g. utilities) without the Executive Director's formal approval (signature) on the invoice when dollar amounts fall within a predetermined range. A list of the vendors and the dollar range for each vendor must be provided to ExED in writing and updated on an annual basis.

Bank Checks

1. The Governance Council will approve, in advance, the list of authorized signers on the school account. The Executive Director, the Chief Operating Officer at ExED, and any other employee authorized by the Governance Council may sign bank checks within established limitations.
2. The Governance Council will be authorized to open and close bank accounts.
3. ExED and the Executive Director will be responsible for all blank checks and will keep them under lock and key.
4. When there is a need to generate a bank check, the Executive Director will send appropriate approved documentation to ExED.
5. Once approved by the Executive Director, ExED types/writes the check based on the check authorization prior to obtaining the appropriate signature(s).
6. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.
7. ExED will record the check transaction(s) into the appropriate checkbook and in the general ledger.
8. ExED will distribute the checks and vouchers as follows:
 - a. Original – mailed or delivered to payee

NEW LOS ANGELES CHARTER SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

- b. Duplicate or voucher – attached to the invoice and filed by vendor name by an ExED accountant.
- c. Cancelled Checks – filed numerically with bank statements by an ExED accountant.
- d. Voided checks will have the signature line cut out and will have VOID written in ink. The original check will be attached to the duplicate and forwarded to ExED who will attach any other related documentation as appropriate.

Bank Reconciliation

- 1. Bank statements will be received directly, unopened, by the Vice President, Finance and Accounting at ExED assigned to the school.
- 2. ExED will examine all paid checks for date, name, cancellation, and endorsement. Any discrepancies regarding the paid checks or any checks over 90 days will be researched and if applicable deleted from the accounting system.
- 3. An ExED accountant will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.
- 4. The ExED accountant will compare the reconciled bank balance to the cash in the bank account and to the general ledger, immediately reporting any material discrepancies to the Vice President, Finance and Accounting at ExED assigned to the school and the Executive Director.
- 5. The ExED accountant will prepare a monthly summary report to be approved by the Vice President, Finance and Accounting at ExED assigned to the school.

**NEW LOS ANGELES CHARTER SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES**

ACCOUNTS RECEIVABLE

1. Documentation will be maintained for accounts receivable and forwarded to ExED.
2. Accounts receivable will be recorded by ExED in the general ledger and collected on a timely basis.

Cash Receipts (Cash and Checks)

1. For each fundraising or other event in which cash or checks will be collected, a Volunteer Coordinator will be designated, who will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity.
 - a. The Volunteer Coordinator will record each transaction in a receipt book at the time the transaction is made, with a copy of the receipt provided to the donor.
 - b. The cash, checks, receipt book, and deposit summary must be given to the school Office Manager by the end of the next school day, who will immediately put the funds in a secure, locked location.
 - c. Both the Volunteer Coordinator and the Office Manager will count the deposit and verify the amount of the funds in writing.
2. Cash/checks dropped off at the school office will be placed directly into a lock box by the person dropping off the cash/checks.
 - a. All funds are deposited into the lock box in a sealed envelope, along with any notes, forms, or other descriptions of how the funds are to be used.
 - b. The Office Manager and one other staff member will jointly open the lock box to verify the cash/check amounts, and sign off on the amounts received.
 - c. The lock box will be emptied at least two times per week, corresponding to days when deposits are made.
3. Cash/checks dropped off in the classroom will utilize the classroom clipboards. Each classroom has a designated clipboard hanging near the entrance to the classroom. Each morning, the homeroom teacher assigned to that classroom will collect all forms, payments, etc. that have been brought in by students that day, place them in a large envelope, and attach the envelope to the clipboard. Before lunchtime, an office staff member and a second staff member (who may be an office staff member or an aide) shall collect all clipboard envelopes from each classroom and bring them to the office, where they will be processed following the guidelines used for the lock box, above.
4. Mail received at the school must be opened in the presence of at least two office staff members.
 - a. For any cash or checks received in the mail, the Office Manager will prepare a deposit packet itemizing the amount, source, and purpose of each payment, with a designated office staff member counting the funds and verifying this in writing.
5. Twice a week, the Office Manager will log cash or checks received into the Cash Receipts Log. The Cash Receipt logs should be sent to ExED with the weekly mailing of invoices.
6. All checks will be immediately endorsed with the school deposit stamp, containing the following information: "For Deposit Only; New Los Angeles Charter School; Bank Name; Bank Account Number, Date Received by the School."

NEW LOS ANGELES CHARTER SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

7. A deposit slip will be completed by the Office Manager and initialed by the Executive Director for approval to deposit. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.
8. Deposits totaling greater than \$2,000 will be deposited within 24 hours by the designated school employee. Deposits totaling less than \$2,000 will be made weekly by the designated school employee. All cash will be immediately put into a lock box.
9. The duplicate deposit slip and deposit receipt will be attached to the deposit documentation and forwarded to ExED to be filed and recorded weekly.

Volunteer Expenses

1. All volunteers will submit a purchase requisition form to the Executive Director for all potential expenses.
 - a. Only items with prior written authorization from the Executive Director will be paid/reimbursed.

Returned Check Policy

1. A returned-check processing fee will be charged for checks returned as non-sufficient funds (NSF). Unless otherwise pre-approved by ExED or the Executive Director, payment of the NSF check and processing fee must be made by money order or certified check.
2. In the event that a second NSF check is received for any individual, in addition to the processing fee, the individual will lose check-writing privileges. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by money order or certified check.
3. In the case of NSF checks written by parents of students, failure to pay may result in the withholding of report cards/transcripts at the end of the semester and/or school year until payment is received, unless other mutually agreeable arrangements are approved by the Executive Director and/or Governing Board.
4. If unsuccessful in collecting funds owed, the school may initiate appropriate collection and/or legal action at the discretion of the Executive Director and/or Governing Board.

**NEW LOS ANGELES CHARTER SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES**

PERSONNEL

1. The Executive Director will be responsible for all new employees completing or providing all of the items on the attached Personnel File Checklist.
2. The Executive Director will be responsible for maintaining this information in the format as shown on the Personnel File Checklist.
3. An employee's hiring is not effective until the employment application, form W-4, form I-9, and health insurance forms have been completed.
4. A position control list will be developed during budget season. ExED will notify the board of any variances to the position control throughout the year.

NEW LOS ANGELES CHARTER SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

PAYROLL

Timesheets

1. All classified employees will be responsible for completing a timesheet including vacation, sick, and holiday time (if applicable). The employee and the appropriate supervisor will sign the completed timesheet.
2. The completed timesheets will be submitted to ExED on the last working day of the designated payroll period.
3. Incomplete timesheets will be returned to the signatory supervisor and late timesheets will be held until the next pay period. No employee will be paid until a correctly completed timesheet is submitted.
4. If an employee is unexpectedly absent and therefore prevented from working the last day of the pay period or turning in the timesheet (such as an employee calling in sick), the employee is responsible for notifying the signatory supervisor or for making other arrangements for the timesheet to be submitted. However, the employee must still complete and submit the timesheet upon return.

Overtime

1. Advanced approval in writing by the authorized supervisor is required for compensatory time and overtime.
2. Overtime only applies to classified employees and is defined as hours works in excess of forty (40) hours within a five-day period of time. Any hours worked in excess of an employee's regular work schedule must be pre-approved by the supervisor, unless it is prompted by an emergency. No overtime will be paid without the approval of the employee's supervisor. Overtime will not be granted on a routine basis and is only reserved for extraordinary or unforeseen circumstances. If a supervisor identifies a recurring need for overtime in any given position, the supervisor should immediately consult with the Executive Director for further guidance.

Payroll Processing

1. For hourly employees, employees must sign timesheets to verify appropriate hours worked, resolve absences and compensations, and monitor number of hours worked versus budgeted. The Executive Director will approve these timesheets. No overtime hours should be listed on timesheets without the supervisor's initials next to the day on which overtime was worked. The signatory supervisor will submit a summary report of timesheets to ExED who will verify the calculations for accuracy [see attached sample].
2. For salaried employees, employees must sign into a log book to verify working days for accuracy. The Office Manager will provide the designated school employee with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.

NEW LOS ANGELES CHARTER SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

3. For substitute teachers, the Office Manager will maintain a log of teacher absences and the respective substitutes that work for them. The Office Manager will verify that the substitutes initial the log next to their names before they leave for the day and that teachers, upon returning back to work, initial next to their names. This form will be verified and signed by the appropriate supervisor and submitted to ExED.
4. The Executive Director will notify ExED of all authorizations for approved stipends.
5. ExED will prepare the payroll worksheet based on the summary report from the designated school employee.
6. The payroll checks (if applicable) will be delivered to the school. The Executive Director will document receipt of the paychecks and review the payroll checks prior to distribution.

Payroll Taxes and Filings

1. ExED will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries.
2. ExED will prepare the state and federal quarterly and annual payroll tax forms, review the forms with the Executive Director, and submit the forms to the respective agencies.

Record Keeping

1. The designated school employee will maintain written records of all full time employees' use of sick leave, vacation pay, and any other unpaid time.
 - a. The designated school employee will immediately notify the Executive Director if an employee exceeds the accrued sick leave or vacation pay, or has any other unpaid absences.
 - b. Records will be reconciled when requested by the employee. Each employee must maintain personal contemporaneous records.

**NEW LOS ANGELES CHARTER SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES**

EXPENSES

Expense Reports

1. Employees will be reimbursed for expenditures within ten (10) days of presentation of appropriate documentation.
2. Employees will complete expense reports monthly, as necessary, to be submitted to ExED.
3. Receipts or other appropriate documentation will be required for all expenses over five dollars to be reimbursed.
4. The employee and the Executive Director must sign expense reports.
5. Executive Director expense reports should be approved by a member of the board and always be submitted to ExED for processing and payment
6. Expenses greater than two months old will not be reimbursed.

Travel

1. Employees will be reimbursed for mileage when pre-approved by an administrator. Mileage will be reimbursed at the government-mandated rate for the distance traveled, less the distance from the employee's residence to the school site for each direction traveled. For incidental travel, mileage will only be reimbursed if the one-way mileage exceeds 10 miles.
2. The Executive Director must pre-approve all out of town travel.
3. Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by an administrator and the event is more than 50 miles from either the employee's residence or the school site. Hotel rates should be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available. Employees will be reimbursed at the established per diem rate for any breakfast, lunch, or dinner that is not included as part of the related event.
4. Travel advances require written approval from the Executive Director.
5. Travel advances require receipts for all advanced funds.
6. After the trip, the employee must enter all of the appropriate information on an expense report and submit it to the Executive Director for approval and then on to ExED for processing.
7. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check.
8. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee in accordance with the expense report.

Governing Board Expenses

1. The individual incurring authorized expenses while carrying out the duties of the school will complete and sign an expense report.

**NEW LOS ANGELES CHARTER SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES**

2. The Executive Director will approve and sign the expense report, and submit it to the ExED for payment.

Telephone Usage

1. Employees will not make personal long distance calls on the telephones without prior approval from a supervisor.
2. Employees will reimburse the school for all personal telephone calls.

**NEW LOS ANGELES CHARTER SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES**

FINANCE

Financial Reporting

1. In consultation with the Executive Director, ExED will prepare the annual financial budget for approval by the Governing Board.
2. ExED will submit a monthly balance sheet and monthly revenue and expense summaries to the Executive Director including a review of the discretionary accounts and any line items that are substantially over or under budget (\$5,000 or +/- 10% of established budget, whichever is greater). The report will be reviewed at the scheduled board meeting and action will be taken, if appropriate.
3. ExED will provide the Executive Director and/or Governing Board with additional financial reports, as needed.

Loans

1. The Executive Director and the Governing Board will approve all loans from third parties. In the case of a long-term loan, approval may also be required from the charter-granting agency in accordance with the terms of the charter petition and/or other lenders in accordance with the loan documents.
2. Once approved, a promissory note will be prepared and signed by the Executive Director before funds are borrowed.
3. Employee loans are not allowed.

Financial Institutions

1. All funds will be maintained at a high quality financial institution.
2. All funds will be maintained or invested in high quality, short maturity, and liquid funds.
3. Physical evidence will be maintained on-site for all financial institution transactions.

Retention of Records

1. Financial records, such as transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll records, and any other necessary fiscal documentation will be retained for a minimum of seven (7) years. At the discretion of the Governing Board or Executive Director, certain documentation may be maintained for a longer period of time.
2. ExED will retain records at their site for a minimum of two (2) years; after which, the remaining five years will be the responsibility of the School.
3. Financial records will be shredded at the end of their retention period.
4. Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure off-site location, separate from the school.

**NEW LOS ANGELES CHARTER SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES**

RESERVES / INSURANCE/LIABILITIES/ASSETS

Funds Balance Reserve

1. A funds balance reserve of at least 5% of the total unrestricted General Funds revenues will be maintained.
2. ExED will provide the Executive Director with balance sheets on a monthly basis. It is the responsibility of the Executive Director and the Governance Board to understand the school's cash situation. It is the responsibility of the Executive Director to prioritize payments as needed. The Executive Director has responsibility for all operations and activities related to financial management.

Insurance

1. ExED will work with the Executive Director to ensure that appropriate insurance is maintained at all times with a high quality insurance agency.
2. The Executive Director and ExED will maintain the files of insurance policies, including an up-to-date copy of all certificates of insurance, insurance policies and procedures, and related claim forms.
3. The Executive Director and ExED will carefully review insurance policies on an annual basis, prior to renewal.
4. Insurance will include general liability, worker's compensation, student accident, professional liability, and directors' and officers' coverage. Supplementary coverage will cover the after-hours and weekend activities. Coverage will be in line with the limits listed in the school's approved charter petition.

**NEW LOS ANGELES CHARTER SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES**

Asset Inventory

1. An asset is defined as all items, purchased or donated, with a value of \$1,000 or more and with a useful life of more than one year.
2. ExED will file all receipts for purchased asset.
3. School will maintain an inventory or log of all assets. The log will include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting assets.
4. School will take a physical inventory of all assets at least 90 days before the end of each fiscal year, indicating the condition and location of the asset.
5. The Executive Director will immediately be notified of all cases of theft, loss, damage or destruction of assets.
6. The Executive Director will submit to ExED written notification of plans for disposing of assets with a clear and complete description of the asset and the date of disposal.

Parking Lot Liability

1. Parking lot related incidences are not covered under any insurance policy. The school assumes no liability for damage to cars:
 - a. Parked in the parking lot during school hours
 - b. Parked in the parking lot after school hours
2. The only exception to this policy will be when a student is observed by an adult accidentally causing damage to a vehicle while engaged in a school activity, such as physical education equipment breaking a window (e.g. a ball)
3. Otherwise, liability is as follows:
 - a. If a student willfully causes damage (i.e. not an accident as described above), the student's parent or guardian is responsible.
 - b. If a parent or other visitor causes damage, that individual is responsible.
 - c. If an employee causes damage, the employee is responsible.
 - d. If an unknown person causes damage and there is no witness, the affected individual would determine if they have applicable coverage through his/her individual insurance policies.

A PLUS CHARTER CONSULTING, INC.

8885 Lightwave Ave.
SAN DIEGO, CA 92123
(858)220-9439
anjanette@apluscharterconsulting.com
<http://www.apluscharterconsulting.com>

INVOICE

BILL TO

Brooke Rios
New Los Angeles Charter
Elementary School
1919 S. Burnside Ave
Los Angeles, CA 90016

INVOICE # 3477

DATE 01/25/2019

DUE DATE 01/25/2019

TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
Services Retainer: 2019-20 LCAP			3,500.00
BALANCE DUE			\$3,500.00

001149

A PLUS CHARTER CONSULTING, INC.

8885 Lightwave Ave.
SAN DIEGO, CA 92123
(858)220-9439
anjanette@apluscharterconsulting.com
<http://www.apluscharterconsulting.com>

INVOICE

BILL TO

Brooke Rios
New Los Angeles Charter
School
1919 S. Burnsiye Ave.
Los Angeles, CA 9001d

INVOICE 6 34#8
DATE 01/25/2019
DUE DATE 02/04/2019
TER7 S Net 10 yaM\$

ACTIVITY	QTY	RATE	AMOUNT
Services Retainer: 2019-20 LCAP			3,500.00
BALANCE DUE			\$3,500.00

001150

Omicron Technologies LLC

 543 Edgemont Ave, Lansdale PA 19446-1909
 SPIN 143027415

**FY 2019 CUSTOMIZABLE
INTERNAL CONNECTIONS PROPOSAL**

Date:	2/23/2019
Entity:	
BEN:	
Service Location:	
470 Number:	
Allowable Contract Date:	

Please find unit pricing for all of our offerings below. To obtain your complete proposal amount, simply modify your e-rate discount percentage and the quantity for any desired items in the highlighted fields, and the spreadsheet will calculate all dollar amounts. Please email if you require any other eligible items that are not listed below.

SUMMARY:

Total Proposal Amount:	\$ -	School Share:	\$ -
E-Rate Discount Percentage:	85%	E-Rate Share:	\$ -

DETAILS:

DEVICE TYPE	Brand	Model	Specifications	Unit Price	Quantity	Extended Price
Switches	Netgear	GSM7224P	24 port Gigabit Layer 2 POE+ w/4xshared SFP	\$ 819.99		\$ -
	Netgear	GSM728TPP V2	24 port Gigabit Layer 3 POE+ w/4xGigabit SFP	\$ 629.99		\$ -
	Netgear	GS752TP V2	48 port Gigabit Layer 3 POE+ (380W) with 4xGigabit SFP	\$ 759.99		\$ -
	Netgear	GS748T	48 port Gigabit Layer 3 (no POE) with 2xGigabit SFP and 2xcombo Gigabit SFP	\$ 509.99		\$ -
	Ubiquiti	ES-24-500W	24 port Gigabit Layer 3 POE+ (500W) w/2xGigabit SFP	\$ 899.99		\$ -
	Ubiquiti	ES-24-LITE	24-port Gigabit Layer 3 (no POE) w/2xGigabit SFP	\$ 329.99		\$ -
	Ubiquiti	ES-48-500W	48 port Gigabit Layer3 POE+ (500W) w/2x10Gb SFP+ and 2xSFP	\$ 1,259.99		\$ -
	Ubiquiti	ES-48-LITE	48-port Gigabit Layer 3 (no POE) w/2x10Gb SFP+ and 2xSFP	\$ 639.99		\$ -
	Extreme	7124T	24 port 1Gb/10Gb Ethernet RJ-45 + 4xQSFP+	\$ 22,399.99		\$ -
	Extreme	220-24P-10GE2	24 port Gigabit Layer 3 POE+ (185W) + 2x10Gb SFP+	\$ 1,329.99		\$ -
Wireless	Extreme	220-24T-10GE2	24 port Gigabit Layer 3 (no POE) + 2x10GbSFP+	\$ 999.99		\$ -
	Extreme	7148	48 port 1Gb/10Gb Ethernet RJ-45 + 4xQSFP+	\$ 27,699.99		\$ -
	Extreme	220-48P-10GE4	48 port Gigabit Layer 3 POE+ (370W) + 4x10Gb SFP+	\$ 1,999.99		\$ -
	Extreme	220-48T-10GE4	48 port Gigabit Layer 3 (no POE) w/4x10GbSFP+	\$ 1,599.99		\$ -
	Netgear	WAC510	GigE 802.11ac Wave 2 Dual Band	\$ 97.99		\$ -
	Netgear	WAC740	4x4 Dual Band Wireless-AC	\$ 754.99		\$ -
	Netgear	WC7600	Wireless Controller for 50 access points, 10GbE, 1U	\$ 2,499.99		\$ -
Firewalls	Ubiquiti	UAP-AC-LR-US	802.11ac Long Range	\$ 229.99		\$ -
	Ubiquiti	UAP-AC-HD-US	802.11ac Wave 2 Dual Band	\$ 509.99		\$ -
	Extreme	AP3935E	Enterprise-Class Dual Band/Dual Radio 802.11ac/a/b/g/n Indoor	\$ 1,039.99		\$ -
	Extreme	AP3965E	Enterprise-Class Dual Band/Dual Radio 802.11ac/a/b/g/n Outdoor	\$ 2,239.99		\$ -
	Extreme	C5210	Wireless Controller for 100 managed access points, 10GbE, 1U	\$ 21,629.99		\$ -
	Juniper	SRX340	Security Appliance, 16 port, GigE	\$ 1,625.99		\$ -
	Sonicwall	TZ500	Security Appliance, 8 port, GigE	\$ 1,659.99		\$ -
Racks	Barracuda	BNGF180A-TP3	Next generation firewall/security appliance	\$ 1,744.99		\$ -
	Watchguard	M370	150 user small/medium site, 8x1Gb ports 1U, 3yr	\$ 5,999.99		\$ -
	Watchguard	M470	450 user small/medium site, 8x1Gb ports 1U, 3yr	\$ 6,999.99		\$ -
	Watchguard	M570	600 user medium site, 8x1Gb ports 1U, 3yr	\$ 9,999.99		\$ -
	Watchguard	M670	850 user medium site, 8x1Gb ports 1U, 3yr	\$ 14,999.99		\$ -
	Watchguard	M4600	1,500 user enterprise site, 8x1Gb ports, 1U, 3yr	\$ 22,999.99		\$ -
	Watchguard	M5600	HQ firewall for distributed enterprise, 8x1Gb ports, 4x10Gb fiber, 1U, 3yr	\$ 59,999.99		\$ -
UPS	StarTech	RK2236BKF	22U 36" server cabinet with casters	\$ 719.99		\$ -
	StarTech	RK2536BKF	25U 36" server cabinet with casters	\$ 779.99		\$ -
	StarTech	7236CABINET	41U cabinet, 22" width, 27.6" depth, built in fans, solid steel	\$ 1,359.99		\$ -
	StarTech	4POSTRACKBK	42U adjustable 4 post open frame rack	\$ 379.99		\$ -
	StarTech	RK4242BK24	42U cabinet, 24" width, adjustable depth, solid steel	\$ 989.99		\$ -
	StarTech	RK4242BK30	42U cabinet, 30" width, 37" depth, solid steel	\$ 1,334.99		\$ -
	APC	SC450RM1U	450VA 120V 1U	\$ 169.99		\$ -
	APC	SMT1500RM2UC	1440VA AC 120V 2U	\$ 1,369.99		\$ -
	APC	SMX2200RMLVUS	2200VA AC 120V 2U	\$ 1,519.99		\$ -
	APC	SYRMXR4B4	4x lead acid batteries, AC 200/208V 4U	\$ 4,019.99		\$ -
	HPE	AF462A	7200VA AC 200/208V 4U	\$ 4,199.99		\$ -

All pricing is subject to final confirmation at time of order. If you require on-site installation, check this checkbox:

 On-Site Installation

To accept this proposal, return a completed copy via email to charles@omicrontechnologies.net

A final contract that includes any shipping or installation costs will then be forwarded to you.

LOS ANGELES UNIFIED SCHOOL DISTRICT-UNITED TEACHERS LOS ANGELES

TENTATIVE AGREEMENT

2019-2022

This Tentative Agreement is made and entered into this 22nd day of January, 2019 by and between the Board of Education of the Los Angeles Unified School District ("District") and United Teachers Los Angeles (UTLA). The District and UTLA have met and negotiated in good faith and have completed their negotiations for this 2019-2022 Agreement. This Agreement is the successor to the parties' 2014-2017 and 2017-2019 Agreements and is the final resolution to all matters associated with those Agreements. The parties hereby agree as follows:

- A. All articles and provisions of the parties' 2014-2017 and 2017-2019 Agreements, together with previous amendments, supplements, MOUs and sideletters are to be combined with the terms of this Agreement to form the 2019-2022 Agreement. The parties' will develop appropriate non-substantive language corrections to combine the above documents with this Agreement.
- B. Additional agreements:
 - 1. Article I – Recognition
 - 2. Article IV- UTLA Rights
 - 3. Article V – Grievances
 - 4. Article IX – Hours, Duties and Work Year
 - 5. Article X – Evaluation
 - 6. Article XI – Transfers
 - 7. Article XII – Leaves and Absences
 - 8. Article XIV – Salaries
 - 9. Article XVIII – Class Size and Staffing
 - 10. Article XIX – Substitute Employees
 - 11. Article XXI – Adult and Career Education
 - 12. Article XXII – Multitrack School
 - 13. Article XXV – Academic Freedom and Responsibility
 - 14. Article XXXI – Miscellaneous
 - 15. New Article – Special Education
 - 16. New Article – School Accountability
 - 17. Adult Education Assignment MOU
 - 18. Adult Education, Early Education and ROC/ROP Pay Equity Task Force
 - 19. Adult Education Salary Step
 - 20. Immigrant Student Support
 - 21. Exemption for Administrative Searches
 - 22. Community Schools
 - 23. Green Spaces

- C. As part of the parties overall agreement for a successor collective bargaining agreement, the parties agree to withdraw and/or dismiss, as applicable, with prejudice any and all pending PERB charges/complaints and California Superior Court lawsuits related to the parties' 2016-17 school year reopen negotiations, successor collective bargaining negotiations, and/or UTLA's strike, including but not limited to:
1. PERB Case No. LA-CO-1760-E
 2. PERB Case No. LA-CO-1766-E
 3. PERB Case No. LA-CO-1767-E
 4. PERB Case No. LA-CE-6268-E
 5. PERB Case No. LA-CE-6391-E
 6. PERB Case No. LA-CE-6401-E
 7. PERB Case No. LA-CE-6404-E
 8. PERB Case No. LA-CA-6406-E
 9. PERB Case No. LA-CE-6415-E
 10. PERB Case No. LA-CE-6419-E
 11. PERB Case No. LA-CE-6435-E
 12. PERB Case No. LA-CE-6436-E
 13. PERB Case No. LA-CE-6439-E
 14. PERB Case No. LA-CE-6440-E
 15. PERB Case No. TBD; filed January 14, 2019, electronically served on District on January 12, 2019
 16. Los Angeles County Superior Court Case No. 19STCV00518
 17. Los Angeles County Superior Court Case No. 19STCV00534

The parties agree to, as applicable, withdraw and/or dismiss all such matters within three days of the full ratification of the parties' successor collective bargaining agreement.

The District agrees that it shall not seek to add UTLA as a party in the following litigation, or otherwise pursue any relief of any kind against UTLA with respect to the following action:

Smith v. LAUSD (Cal. Central District Case No. 93-cv-07044)

Both the District and UTLA agree not to file any other unfair practice charges with PERB or lawsuits/complaints with a court of competent jurisdiction related to the parties' 2016-17 school year reopen negotiations, successor collective bargaining negotiations, and/or UTLA's strike.

- D. The parties agree that they have completed and are closing out reopen negotiations for the 2016-17 school year.
- E. Term of Agreement: This Agreement shall be for a term of three (3) years (2019-2020 through 2021-2022). It shall become effective upon final Board adoption, excepting those provisions which specify that they are to be made effective at a different date. This Agreement shall remain in full force and effect, pursuant to its terms, to and including June 30, 2022 and thereafter shall remain in effect on a day-to-day basis until terminated by either party upon ten

(10) days' written notice. There shall be reopener negotiations for the 2021-2022 school years as follows:

1. **2020-2021 Reopeners:** Effective January 1, 2020, the parties may reopen salary plus two (2) articles each, with the understanding that it is the District's intent to use one of its reopeners to address retiree health benefits issues.
2. **2021-2022 Reopeners:** Effective January 1, 2021, the parties may reopen salary plus two (2) articles each.

This Agreement is subject to ratification by the UTLA membership and to final adoption by the LAUSD Board of Education.

Date of Agreement: 1/02/19

Los Angeles Unified School District

By: _____

Austin Beutner
Superintendent

United Teachers Los Angeles

By: _____

Jeff Good
Executive Director

Adopted by the Board of Education on _____, 2019.

By: _____

Monica Garcia
Board President

TA as part of an
overall agreement.

JG
(Signature)
1-20-19

Previous Proposals:

7/19/17 – UTLA Initial
2/15/18 – District Counter
06/01/18 – UTLA Counter
07/24/18 – UTLA Counter
01/07/19 – District Counter
01/07/19 – UTLA Counter

**LOS ANGELES UNIFIED SCHOOL DISTRICT
BARGAINING PROPOSAL TO UNITED TEACHERS LOS ANGELES
JANUARY 11, 2019**

**ARTICLE I
RECOGNITION**

1.0 The Unit: Pursuant to applicable California statutes and regulations, UTLA has been certified as the exclusive representative for the following employees of the District:

Included: Certificated employees, except those excluded in Section 1.1 who are in the broad classification of Teacher; Instructor; Library Media Teacher; Counselor; Adviser; Audiologist; Audiometrist; Hygienist; Non-classroom Assignment, Preparation Table; Non-school Assignment, Preparation Table; Nurse; Optometrist; Psychologist; Social Worker; Teacher-Adviser; Teacher-Counselor; Therapist; or Driver Safety Instructor.

<u>Job Number</u>	<u>Job Title</u>
<u>12300472</u>	<u>School Audiometrist</u>
<u>19100555</u>	<u>Speech and Language Pathologist</u>
<u>12200511</u>	<u>School Psychologist</u>
<u>13200500</u>	<u>Temporary Advisor</u>
<u>12200569</u>	<u>Psychiatric Social Worker</u>
<u>12200543</u>	<u>Pupil Service and Attendance Counselor</u>
<u>12300481</u>	<u>Occupational Therapist</u>
<u>19100486</u>	<u>Assistive Technology Assessment</u>
<u>12300476</u>	<u>Audiologist</u>
<u>12300473</u>	<u>Audiometrist</u>
<u>12300446</u>	<u>Organizational Facilitator</u>
<u>12300460</u>	<u>Nurse Practitioner</u>
<u>12200817</u>	<u>Young Adult Counselor</u>

<u>11100740</u>	<u>Special Education Teacher K-12</u>
<u>11100736</u>	<u>Secondary Teacher</u>
<u>11200762</u>	<u>Elementary Substitute (Day to Day)</u>
<u>11100777</u>	<u>Elementary Traveling Music Teacher</u>
<u>19100706</u>	<u>Non-Classroom Preparatory Assignment</u>
<u>12200533</u>	<u>Secondary Counselor</u>
<u>11200763</u>	<u>Secondary Substitute (Day to Day)</u>
<u>11100846</u>	<u>Secondary Instructional Coach</u>
<u>13200707</u>	<u>Non-School Preparatory Assignment</u>
<u>11100757</u>	<u>Transition Services Teacher</u>
<u>13400705</u>	<u>Non-School Preparatory Assignment</u>
<u>19100704</u>	<u>Categorical Program Advisor</u>
<u>11100843</u>	<u>Elementary Instructional Coach</u>
<u>11100778</u>	<u>Adapted Physical Education Teacher K-12</u>
<u>11100700</u>	<u>Temporary Non-Public School Teacher</u>
<u>12100591</u>	<u>School Library Media Teacher</u>
<u>12300461</u>	<u>School Nurse</u>
<u>19100780</u>	<u>Temporary Resource Teacher</u>
<u>19102706</u>	<u>Non-Classroom Support Services Assignment</u>
<u>12200506</u>	<u>Least Restrictive Environment Counselor</u>
<u>19100787</u>	<u>Peer Assistance and Review (PAR) Consulting Teacher</u>
<u>11100753</u>	<u>Mathematics Foundational Teacher</u>
<u>11100781</u>	<u>Categorical Limited Contract Teacher</u>
<u>12300464</u>	<u>Nurse Substitute (Day to Day)</u>

...

JG TA as part of an
overall agreement.

1-26-19

PREVIOUS PROPOSALS:

4/20/17 – UTLA Initial
5/4/17 – District Counter
5/4/17 – UTLA Initial
5/25/17 – District Counter
6/20/17 – District Counter
9/15/17 – District Initial
10/12/17 – UTLA Counter
01/12/18 – District Counter
02-01-18 – District Counter
04-12-18 – UTLA Counter
04-26-18 – District Counter
06-01-18 – UTLA Counter
07-24-18 – District Counter
1-07-19 – District Counter
1-07-19 – UTLA Counter
1-11-19 – District Counter
1-17-19 – UTLA Counter

**LOS ANGELES UNIFIED SCHOOL DISTRICT
BARGAINING PROPOSAL TO UNITED TEACHERS LOS ANGELES
JANUARY 20, 2019**

**ARTICLE IV
UTLA RIGHTS**

8.0 UTLA Chapter Chairpersons: At each work location to which employees are assigned, UTLA shall have the right to designate, pursuant to its own procedures, one employee to serve as the UTLA Chapter Chair (see also Section 8.3). ~~In year round schools UTLA may also designate one employee to serve as Chapter Chair during the periods of time when the Chapter Chair is off track. To facilitate communication, they shall meet together with the site administrator whenever reasonably possible.~~ At the school sites the UTLA Chapter Chair is the exclusive local representative of the faculty in matters relating to enforcement and administration of the Agreement between UTLA and the District. The Chapter Chair shall also be the official on-site representative of UTLA in contract enforcement matters and as such shall have the following rights:

- a. Upon request of an employee, have the right to represent the employee in grievance meetings as expressly provided in Article V, Section 2.0, and in meetings relating to discipline as expressly provided in Article X, Section 11.0 e.

j. While there are not to be any negotiations at the site level (such activity being limited to the designated representatives of the Board of Education and UTLA), when faculty views are sought by the site administrator with respect to subject matters which fall within the scope of negotiations under the Educational Employment Relations Act, the UTLA Chapter Chair is to be treated as the sole representative of the faculty;

k. Prior to finalizing changes in bell schedules, the site administrator shall consult with the Chapter Chair; and

l. Have the rights set forth in Article XXVII - Shared Decision Making and School-Based Management.

8.2 With regard to local site decisions which are reflected in the following documents forwarded to regional Local District or central District offices (e.g., Chapter 1 local school budgets under the purview of committees on which UTLA members are eligible to participate, changes in daily school schedules, school-based waiver applications, and school conversions, changes in school calendar such as year round school plans) the following procedures shall apply:

a. Written disclosure to the faculty of the proposed plan or change, with at least five seven (57) working days of review time provided prior to the documents being submitted to the Local District or central District offices, except in emergencies;

b. Upon request of the Chapter Chair, the site administrator shall have the right to consult with the administrator Chapter Chair regarding the content of the document;

c. If the document provides for a faculty signature, The document(s) shall include space for the Chapter Chair or designee of the Chapter Chair shall sign, indicating whether the procedures set forth in a. and b. above have been followed; determine whether the document will be signed;

d. The Chapter Chair shall have the right to submit a written position, dissent, or comments to the administrator. The administrator shall attach this statement to all copies of the official document being forwarded to the appropriate office.

Exempt from the above procedures are personal matters, confidential matters, and other matters, which do not generally involve changes in the basic working conditions of the entire faculty

8.3 Itinerant Chapter Chairs

~~The District shall recognize one Chapter Chair District wide for each major employment category which is non school based (one each for School Psychologists, PSA Counselors, Nurses, Itinerant Special~~

PREVIOUS PROPOSALS:

06/01/17 – UTLA Initial
06/20/17 – District Counter
10/12/17 – UTLA Counter
03/01/18 – UTLA Counter
04/12/18 – District Counter
06/01/18 – UTLA Counter
07/24/18 – UTLA Counter
01/07/19 – District Counter
01/07/19 – UTLA Counter
01/17/20 – UTLA Counter

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1-22-19
9:02 AM

**LOS ANGELES UNIFIED SCHOOL DISTRICT
BARGAINING PROPOSAL TO UNITED TEACHERS LOS ANGELES
JANUARY 22, 2019**

**ARTICLE IX
HOURS, DUTIES AND WORK YEAR**

...
3.2 EEC Teachers: Full-time Early Education Center teachers are to have a daily on-site obligation of eight (8) hours, although it is understood that split shifts are permitted. Also, it is understood that assignments need not be limited to one location. (See also Article XXIII, Early Education Centers).

a. For full-time employees, their on-site obligation of eight (8) hours is inclusive of a thirty (30) minute duty-free lunch period.

b. For all Early Education Center teachers, their wages are inclusive of and recognize the professional duties performed on- or off-site.

...
6.1 Secondary ROC/ROP Weekly Preparation Time: Beginning with the 2019-20 school year, teachers serving under a Regional Occupational Center/Regional Occupational Program (ROC/ROP) Contract in Secondary Schools and teaching classes six (6) periods during the instructional day shall be assigned ten (10) additional hours per month for professional duties including preparation for class, collaborative planning and conferences with parents, students and staff members.

...

TA as part of an overall
agreement.

JB
BS
1-20-19

Article XXII – Early Education

3.2 Full-time Early Education Center teachers are to have a daily on-site obligation of eight (8) hours, although it is understood that split shifts are permitted. Also, it is understood that assignments need not be limited to one location. (See also Article XXIII, Early Education Centers).

1. For full-time employees, their on-site obligation of eight (8) hours is inclusive of a thirty (30) minute duty-free lunch period.
2. For all early education center teachers, their wages are inclusive of and recognize the professional duties performed on- or off-site.

Part of Article IX - Hours, Duties and Work Year

PREVIOUS PROPOSALS:

06/01/17 – UTLA Initial
06/20/17 – District Counter
10/12/17 – UTLA Counter
03/01/18 – UTLA Counter
04/12/18 – District Counter
06/01/18 – UTLA Counter
07/24/18 – UTLA Counter
01/07/19 – District Counter
01/07/19 – UTLA Counter
01/17/20 – UTLA Counter

JG
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1-22-19
9:02 AM

**LOS ANGELES UNIFIED SCHOOL DISTRICT
BARGAINING PROPOSAL TO UNITED TEACHERS LOS ANGELES
JANUARY 22, 2019**

**ARTICLE IX
HOURS, DUTIES AND WORK YEAR**

...
3.2 EEC Teachers: Full-time Early Education Center teachers are to have a daily on-site obligation of eight (8) hours, although it is understood that split shifts are permitted. Also, it is understood that assignments need not be limited to one location. (See also Article XXIII, Early Education Centers).

a. For full-time employees, their on-site obligation of eight (8) hours is inclusive of a thirty (30) minute duty-free lunch period.

b. For all Early Education Center teachers, their wages are inclusive of and recognize the professional duties performed on- or off-site.

...
6.1 Secondary ROC/ROP Weekly Preparation Time: Beginning with the 2019-20 school year, teachers serving under a Regional Occupational Center/Regional Occupational Program (ROC/ROP) Contract in Secondary Schools and teaching classes six (6) periods during the instructional day shall be assigned ten (10) additional hours per month for professional duties including preparation for class, collaborative planning and conferences with parents, students and staff members.

...

Article XI - Transfers

18.1 If a school applies to be converted from a traditional program to a Magnet School, procedures delineated by District policy, including a majority vote of the staff, shall be followed prior to submission of the application.

18.2 Upon Board of Education approval, all teachers at the school to be converted will be notified no less than one calendar year prior to the Opening of the new Magnet School. Teachers at the school to be converted may seek specialized training in the theme or focus area(s) of the magnet in order to make them priority candidates for selection and/or seek a voluntary transfer.

18.3 A violation of Section 18.1 and/or 18.2 is not grievable under Article V

PREVIOUS PROPOSALS:

04/20/17 – UTLA Initial
05/04/17 – District Counter
08/21/17 – District Initial
10/04/17 – UTLA Counter
04/12/18 – UTLA Counter
06/01/18 – District Counter
06/01/18 – UTLA Counter
07/24/18 – UTLA Counter
01/07/19 – District Counter
01/07/19 – UTLA Counter

TA as part of an
overall agreement.

JG

BS
1-20-19

LOS ANGELES UNIFIED SCHOOL DISTRICT
BARGAINING PROPOSAL TO UNITED TEACHERS LOS ANGELES
JANUARY 18, 2019

ARTICLE XII
Leaves and Absences

10.0 Pregnancy and Related Disability (Paid and Unpaid):

10.1 Paid Disability Absence: For that period of time during which the employee (including temporaries and substitutes) is physically disabled and unable to perform her regular duties due to pregnancy, miscarriage, childbirth and recovery there from, she shall be permitted to utilize her illness absence pursuant to Section 12.0 of this Article.

10.2 Optional Unpaid Portion: A pregnant employee in active status shall, upon request, be granted an unpaid pregnancy leave (or, in the case of substitutes or temporaries, an unpaid absence) and still qualify for paid absence during the period of disability. This is the only exception to the general rule that paid leaves may only be taken from active status.

10.3 Physician Certifications: A pregnant employee shall be permitted to continue on active duty until such date as she and her physician determine that she must absent herself due to pregnancy disability, provided that she can and does continue to perform the full duties and responsibilities of her position. The employee must also supply to the District her physician's certification as to the beginning and ending dates of actual pregnancy-related disability for which paid illness absence is claimed, and her physician's release to return to active duty. District forms for such certifications, and application forms, shall be available at each site.

10.4 Parental Leave: In accordance with California Education Code section 44977.5, an eligible employee may take leave for reason of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the

employee. To be eligible for the leave, an employee does not have to have worked 1,250 hours in the previous 12 months, but must have been employed for 12 months by the District.

- a. While on parental leave, an employee must use all his/her accumulated illness/sick leave for a period of up to twelve workweeks. Once the employee has exhausted his/her accumulated illness/sick leave, for the remainder of the twelve workweek period, the employee will receive 50% of his/her salary.
- b. An employee shall not be provided more than one 12-week period per parental leave. If a school year terminates before the 12-week period is exhausted, the employee may take the balance of the 12-week period in the subsequent school year.
- c. The aggregate amount of parental leave taken pursuant to this Section and Section 12945.2 of the Government Code shall not exceed 12 workweeks in a 12-month period.
- d. Parental leave taken pursuant to this Section shall run concurrently with parental leave taken pursuant to the FMLA and CFRA.
- e. Substitute and temporary employees are not eligible for parental leave.

20.0 Substitute Leave: A substitute leave ~~shall~~ may be granted to a permanent employee for a period not to exceed one year to allow service as a substitute in accordance with District need. Such an employee will be paid as specified in Article XIX. An employee on substitute leave unavailable for more than 20 working days, not necessarily consecutive, will be placed on a personal leave ~~have the substitute leave cancelled and full-time service will be required.~~ Applications must be on file in the Personnel office by ~~April~~ March 15 for the fall semester and by ~~November~~ March 15 for the spring semester upcoming school year.

21.0 Half-Time Leave:

[No Change}

(RS)
1-22-19
9:21 AM

J6

PREVIOUS PROPOSALS:

05/25/17 – UTLA Initial (Salaries)
06/20/17 – District Initial (NBC Teachers)
06/20/17 – District Counter (Salaries)
08/21/17 – District Initial (457(b) & Payroll Errors)
10/04/17 – UTLA Counter (457(b), Payroll Errors & NBC Teachers)
10/12/17 – UTLA Counter (All)
11/02/17 – UTLA Counter (Salaries)
11/13/17 – District Counter (NBC Teachers)
11/30/17 – District Counter (Salaries, 457(b) & Payroll Errors)
03/15/18 – UTLA Counter (All)
04/12/18 – District Counter (All)
06/01/18 – UTLA Counter (All)
07/24/18 – UTLA Counter (All)
07/24/18 – District Counter (All)

**LOS ANGELES UNIFIED SCHOOL DISTRICT
BARGAINING PROPOSAL TO UNITED TEACHERS LOS ANGELES
JANUARY 7, 2019**

**ARTICLE XIV
SALARIES**

37.1 NBC Steering Committee: Implementation issues, such as professional duties, shall be determined by a committee composed of an equal number of representatives appointed by UTLA and the District. One additional committee member may be appointed by mutual agreement of the committee. Acknowledging the needs of the District's high needs schools, the committee shall also discuss and recommend strategies for incentivizing greater placement of NBC teachers at such schools. The committee shall also study ways to best utilize NBC teachers, including having NBC teachers serve as teacher mentors. The committee shall provide recommendations to the Superintendent within 12 months of the Agreement's adoption.

Memorandum of Understanding

Between

Los Angeles Unified School District

and

United Teachers Los Angeles

January 22, 2019

Class Size Reduction Phase-in

The parties agree to the following implementation plan to comply with the class size averages and maximums in Article XVIII Class Size.

1. Section 1.5 of Article XVIII is removed in its entirety.
2. By norm day of the 2019-2020 school year the District shall reduce class size by 1 from the 2017-2018 Class Size MOU. The District shall cap secondary ELA and Math classes at 39. An equity investment shall be made to reduce class size by a further 2 (aggregate of 3) at 75 targeted high needs elementary and 15 middle schools.
3. By norm day of the 2020-2021 school year the District shall reduce class size by an additional 1 (2 aggregate) from the 2017-2018 Class Size MOU. The District shall cap secondary ELA and Math classes at 39. An equity investment shall be made to reduce class size by a further 2 (aggregate of 4) at 75 targeted high needs elementary and 15 middle schools.
4. By norm day of the 2021-2022 school year the District shall reduce class size by an additional 2 (4 aggregate) from the 2017-2018 Class Size MOU. The District shall cap secondary ELA and Math classes at 39. An equity investment shall be made to reduce class size by a further 2 (aggregate of 6) at 75 targeted high needs elementary and 15 middle schools.
5. Effective norm day of the 2022-2023 school year, the District shall comply with the class size averages and maximums in Article XVIII Class Size, Section 2.0.



For LAUSD



For UTLA

TA as part of an
overall agreement.

JG
1-21-19

ARTICLE XVIII - CLASS SIZE & STAFFING

- 5.0 Counseling Services: The District and UTLA share the goal of achieving shall maintain a secondary school counseling services ratio of 500-1 per secondary school. Once a school has exceeded 50% of the ratio, an additional secondary counselor shall be provided to the school by the District (example: a middle school or high school with 1,250 students would have 2 secondary counselors, while a middle school or high school with 1,251 students would have 3 secondary counselors calculated by the aggregate number of positions District-wide, regardless of type of secondary school or funding source (centrally normed, LCFF, school determined, categorical funds, grants, etc.). This shall be regularly reviewed by the Superintendent and the Class Size Task Force, and shall remain an open item for negotiations through the term of the Agreement.
- 5.1 Teacher Librarian Services: The District shall provide one (1) full-time Teacher Librarian, five (5) days per week, for every library facility located on a secondary school campus.
- 5.2 School Nurse Services: The District shall provide one (1) full-time School Nurse, five (5) days per week, to every school.
- 5.3 In the event the District is not able to meet the obligations of Sections 5.0 through 5.2 of this Article by October 1st of each school year, if UTLA files a grievance for alleged violations of those Sections, the grievance will be immediately placed into abeyance for a period of thirty (30) days in order to allow the parties to explore options to resolve the alleged violation. Those options, include, but are not limited to, recruitment and retention incentives, career ladder programs, developing internal credentialing programs, etc.
- a. The parties may mutually agree to extend the 30-day abeyance window.
 - b. If the parties are unable to resolve the dispute informally during the abeyance period, UTLA shall be allowed to resume the grievance process.

DRAFT

January 20, 2019

The parties may mutually agree to extend the 30-day abeyance window.

If the parties are unable to resolve the dispute informally during the abeyance period, UTLA shall be allowed to resume the grievance process.

As part of the multi-year increase to provide additional nurses, librarian teachers, and counselors, the parties agree that this MOU's staffing requirements shall supersede the staffing requirements and related language in Article XVIII, Sections 5.0 through 5.3 until June 30, 2021. As of July 1, 2021, the staffing requirements set out in Sections 5.0 through 5.3 shall go into effect.

This MOU will terminate on June 30, 2021.

TA as part of an overall agreement

JG
*(RQ) 1-21-19
9:05 PM*

Article XIX - Substitutes

1.0 d. Continuity Rate Increase: Substitutes who serve in place of employees paid on the preparation Salary Table shall have their rates of pay increased by \$10 one hour of pro-rated pay per day effective the first day following the completion of service equivalent to 130 days during the school year.

1.0 h. Upon request, a Substitute working in a long-term assignment and/or a Substitute who has worked at least 100 days in each of the two preceding years shall be allowed to participate in District Professional Development Training on a space-available basis where funding is available or not required.

4.0 Day-to-Day Substitutes, Extended: Any day-to-day substitute who serves for more than 20 consecutive working days in the same general education assignment or sixteen (16) consecutive working days in a special education assignment in place of the same absent employee or in the same unfilled position, in regular K-12, shall be classified as a Day-to-day Substitute, Extended employee and shall be paid the Incentive Plan substitute daily rate as provided in Section 1.0b and c above retroactive to the beginning date of the assignment. Days used by the substitute for illness, personal necessity or bereavement shall not count toward, but shall not constitute a break in, the consecutive working days requirement. Upon the termination of the extended assignment, the substitute shall return to, and be paid as, a day-to-day substitute. Should that same substitute within five (5) working days of the termination date be returned to the previous extended assignment, and continue in that same assignment for a minimum of ten (10) additional working days, the substitute shall again be classified as an extended substitute and shall be paid the Incentive Plan substitute rate retroactive to the beginning date of the return to the position.

4.1 A substitute may not be released from an assignment as the 21st day approaches in a general education assignment or the 17th day approaches in a special education assignment, for the sole purpose of preventing the substitute from qualifying for the extended substitute pay rate.

4.2 A Substitute teachers who are assigned for ten consecutive days to an unfilled position in which the substitute teacher opens a class at the beginning of the school year or is assigned for ten consecutive days to an unfilled position in which the substitute teacher closes a class at the end of the school year, or, in a secondary school, closes a class at the end of the semester, shall be paid at extended substitute rate.

5.0 Assignment Procedures for Non-Incentive Plan Substitutes: Day-to-day substitutes may apply to only one of the service areas (North, South and Central) (North – 1, 2, 3, 4; South 1, 2, 3; Central 1, 2, 3) for assignment. Day-to-day substitutes will be placed, upon request, on a calling list within the Service Calling Area but are subject to assignment to any school within the Service Calling Area and also, when necessary, may be assigned to any school

in an adjacent calling area. Also, substitutes must be available for at least two consecutive days per week. (Friday/Monday meets the consecutive days requirement.) Substitutes who are unable to comply with the consecutive days availability requirement because they are also serving part-time as categorical limited contract teachers are exempt from the consecutive days requirement. Substitutes in the Incentive Plan are assigned pursuant to Section 3.0.

5.1 Accepting Assignments: All initial assignments of substitute teachers, including those who are name-requested, must come from the substitute calling unit. Extension or reduction of initial assignments will be directed by the school administrator or designee to the substitute. However, any change in the duration of the initial assignment must be reported immediately by the administrator or designee to the substitute calling unit. Substitutes are not to report changes in the initial assignment to the substitute calling unit. A substitute who should have been assigned, but was not assigned due to a clerical verifiable District error, shall be granted one of the following remedies, at the employee's option:

- a. a make-up assignment on a day the employee would not normally be called, such as during periods of traditional school calendar recess; or during the summer session; or
- b. cancellation of an "unavailable" charged against the employee.
- c. A substitute who was physically injured during an act or acts of violence related to and during the performance of assignment duties may specify a "Do Not Send" designation for that school without being charged with an "unavailable."
- d. A substitute who had a weapon brandished at him or her related to and during the performance of assignment duties may specify a "Do Not Send" designation for that school without being charged with an "unavailable."

5.2 Substitutes who are assigned by the Certificated Substitute Assignment Unit have a right to work and be paid for the service they provide whether at the school site to which originally assigned or if necessary, to an alternate assignment specified by the District. If assigned to an alternate assignment, paid service time shall be reported from the time of arrival at the original school site. If a substitute declines an alternate assignment, the substitute shall not be entitled to pay for that day; however, such substitute shall not receive an unavailable.

- a. A written list of all SBM (School Based Management) schools with adjusted teaching schedules (daily or occasional longer or shorter teaching schedules, pursuant to their School Based Management plan) shall be provided to all substitute teachers. The District shall maintain a list of school schedules at an employee self-service website.

5.6(c)(3) Fails to answer the telephone personally between 5:30 AM and 8:30 AM. In the case of Children's Centers Early Education Centers, the hours are 7:30 AM to 9:30 AM.

6.0 Late Arrival: A substitute who cannot reasonably expect to reach a school before class begins must attempt to call the school upon accepting the assignment in order that appropriate interim coverage arrangements can be made at the school. A substitute shall not be considered late if their arrival time does not exceed one hour from the time the substitute accepted the assignment. If a regular teacher in a secondary school is doing replacement service for the class of a late arrival substitute, the regular teacher may complete the period of replacement service if one-half of the period has already been completed. See also Section 7.1.

7.0 Time Reporting: Substitute teachers must serve a full teaching day to receive a full day's pay. Time should be reported to the nearest tenth of an hour (6 minutes) from the time instruction begins. When the school's daily schedule reduces instructional minutes in order to provide professional development, such as Banked Time Tuesdays, substitute teachers shall have the right to participate in professional development, and receive pay for the full day. Those who serve a full day shall be time-reported for the same number of hours as the employee for whom they are substituting.

...

8.1 Job Cancellation: Substitutes who have accepted assignments through the Subfinder or subsequent replacement system, shall be given the opportunity to work the hours accepted if the assignment is cancelled less than one hour prior to the start of the assignment.

...

10.0 Information: Substitutes shall be provided with the information needed to perform the duties of the position including, but not limited to, class grade level, subject matter, assignment address, general or special education assignment, student attendance information, lesson plans, class roster, appropriate keys, seating chart(s), IEP and 504 Plan information, and security and emergency plans. The school discipline policy shall also be provided upon request.

...

12.0 Separate calling lists shall be maintained for Development Centers and Children's Centers Early Education Centers.

13.0 Remote Telephone Call Forwarding Service Toll Free Calling: Additional telephone lines will be established for the North Service Area and South Area with remote call forwarding service to the Central Substitute Assignment Unit in order to minimize employee telephone charges. The District shall maintain toll free telephone line.

14.0 Reorganization/Redesign of the Substitute Unit: The UTLA Article XXX Substitute Committee shall be permitted to give input to the District prior to any reorganization or redesign of the Substitute Assignment Unit or to the automated calling system.

JG TA as part of an
overall agreement

(Pw)

12:30pm

1/21/19

PREVIOUS PROPOSALS:

06/20/17 – UTLA Initial
06/20/17 – District Initial
08/21/17 – District Counter
02/02/18 – UTLA Counter
03/15/18 – District Counter
04/26/18 – UTLA Counter
05/24/18 – District Counter
01/07/19 – District Counter
01/20/19 – District Counter

**LOS ANGELES UNIFIED SCHOOL DISTRICT
BARGAINING PROPOSAL TO UNITED TEACHERS LOS ANGELES
JANUARY 21, 2019**

**ARTICLE XXI
ADULT AND CAREER EDUCATION**

...
1.2 The District shall furnish UTLA annually, upon request, with a ~~print-out~~ list of Adult Education assignments, listed by name, employee number ~~and work location and classification codes.~~

2.0 Employment Contracts: Adult Education funded employees who are assigned more than eighteen hours per week ~~in the same~~ classification code are covered either by probationary or permanent contract status.

...

3.0 Non-Contract Personnel-Release During Term of Assignment:

a. All part-time (18 hours or less per week) Adult Education funded personnel may be released during their term of assignment only for the reason stated in Section 2.2 above.

...

4.7 In the case of current personnel who are not to be renewed due to elimination or reduction of educational offerings, lack of work or lack of funds (an “over-teachered” condition) during the initial staffing period prior to commencement of instruction, the following procedures shall apply:

a. The site administrator shall first identify the affected course(s), including closely related courses in the same subject (e.g. English 1,2,3, 4);

c. An application must be on file in the DACE Personnel Office by April March 15 for the ~~fall term and November 15 for the winter or spring terms~~ upcoming school year.

d. Eligibility for health and welfare benefits for employees who work less than half-time will be determined pursuant to Article XVI, Section 3.0.

RE
1-22-19
9:00A

**LOS ANGELES UNIFIED SCHOOL DISTRICT
BARGAINING PROPOSAL TO UNITED TEACHERS LOS ANGELES
JANUARY 7, 2019**

JG

**ARTICLE XXII
MULTITRACK SCHOOLS**

(DELETED)

JG TA as part of an overall agreement.

120-19

ARTICLE XXV

ACADEMIC FREEDOM AND RESPONSIBILITY

.....

4.0 District Assessment Committee

A joint District-UTLA committee shall meet five (5) times during the 2019-2020 school year. The committee shall be comprised of four (4) members from the District, four (4) members from UTLA, and four (4) parents (two (2) appointed by the District and two (2) appointed by UTLA. The committee shall be charged with the following:

- a. Compile a list of all District assessments including the purpose, efficacy, length of time to administer and review and cost.
- b. Make recommendations to reduce the amount of District assessments administered by 50% at each grade level.

5.0 Academic Freedom and Ethnic Studies

Teachers shall be supported and provided with ongoing resources, support and curriculum in order to successfully implement Ethnic Studies and culturally and linguistically responsive pedagogy.

5.1 LAUSD-UTLA Ethnic Studies Committee

a. The LAUSD – UTLA Ethnic Studies Task Force shall be comprised of members of the Division of Instruction, UTLA members, school site and District administrators and community members. Four (4) members of the committee shall be appointed by UTLA. The committee shall function under the direction of the Administrator of High School Instruction and the Coordinator, Ethnic Studies, Humanities and Related Social Sciences and will meet a minimum of two (2) times per year. The Ethnic Studies Committee shall have the following responsibilities:

1. Review data on school's course offerings and course selections in the field of Ethnic Studies.
2. Review and suggest professional development, curriculum and teaching materials purchased by and developed by LAUSD for Ethnic Studies, Multicultural Literature and Cultural Proficiency.
3. Review any new and existing resources that are provided in support of Ethnic Studies.

[Type here]

*As part of an
overall agreement*

*JG
RS
1-20-19*

UTLA PROPOSAL ON ARTICLE XXXI: WORKING CONDITIONS

Each itinerant bargaining unit member shall be assigned an appropriate workspace at school sites to meet the requirements of assignment including but not limited to a workstation, access to copiers, updated computers or a laptop, secure storage space and necessary assessment materials. If a concern arises over itinerant assigned space, the Chapter Chair and Principal shall meet to determine a recommendation to be brought to the LSLC for adoption. The District shall also provide an appeal process at the local district level to resolve any on-going disputes.

PREVIOUS PROPOSALS:

07/19/17 – UTLA Initial
11/13/17 – District Counter (HHS & SPED)
02/15/18 – District Counter (HHS & SPED)
03/01/18 – UTLA Counter
04/26/18 – District Counter
1/07/19 – UTLA Counter
1/07/19 – District Counter
1/17/19 – UTLA Counter
1/21/19 – UTLA Counter

TA
JC
RE
1-22-19 8:36 AM

**LOS ANGELES UNIFIED SCHOOL DISTRICT
BARGAINING PROPOSAL TO UNITED TEACHERS LOS ANGELES (REVISED)
JANUARY 22, 2019**

**ARTICLE XXII
SPECIAL EDUCATION**

- 1.0 The District shall make a reasonable effort to maintain Special Education class size indicated in this article. In schools having two or more classes of the same category, class sizes will be based on the average of those classes in the school, rather than by individual classes.
- a. After norm day of the 2021 – 2022 school year, the Special Education Division shall provide a monthly class size/case load report to UTLA for bargaining unit positions under the supervision of the Special Education Division.
- 2.0 When a Special Education class has exceeded the norm by two or more students, the teacher may notify the Special Education Administrator. Within ten (10) workdays of the notification, if the condition persists, the District shall remedy the situation, after consultation with the affected teacher, by taking one of the following actions:
- a. The transfer of excess student(s) to another class.
- b. The opening of an additional class if sufficient students are available.
- c. The assignment of additional aide(s) to the class.

3.0 In accordance with California Education Code Section 56195.8 (c), the maximum class caseload for an RSP teacher shall be 28.

4.0 IEP Meetings: Except in unusual circumstances, IEP meetings shall be held at the student's local school of attendance.

5.0 Special Education Facilities: When locating and utilizing classrooms and facilities for Special Education, the District shall make a reasonable effort to integrate students with disabilities in the general education program.

6.0 Special Education Moving Assistance: In case of required change in teaching location and/or room assignment for SDC SDP teachers and RST's, during the school year, the District shall provide reasonable assistance for moving heavy equipment and supplies.

7.0 In the event that the administrator deems it necessary to temporarily reassign a paraprofessional from an assigned classroom, the administrator will advise the affected teacher prior to pulling the paraprofessional.

8.0 Restructuring of Special Education Delivery Services: The District and UTLA will continue discussions on the goal of restructuring the instructional delivery service model for students with disabilities which shall include the composition of Special Education Classes, materials/resources and training needed to implement such a model.

UTLA shall have the option to reopen negotiations on the topic of this restructuring during the term of this successor agreement upon notice from the District to pilot a new instructional delivery model. The District anticipates piloting a new instructional delivery model during the life of this Agreement.

9.0 Special Education Trainee/Assistant Interview Process: When special education trainee/assistant positions are to be filled by interview, local schools shall develop their own procedures for special education teacher participation.

10.0 Continued Assignment of Aides and Teacher Assistants to a Teacher: At the conclusion of each school year, the teacher (or other bargaining unit member) may request that the same Aide or Teacher Assistant be assigned to the teacher for the following year. A continued assignment of Aides or Teacher Assistants shall be reasonably determined by the local school administrator with the concurrence of the affected teacher. If the affected teacher does not concur in the assignment, the Aide or Teacher Assistant may request a meeting with the site administrator and teacher to discuss the issue. If such a meeting occurs, the school administrator or designee shall then reasonably determine the assignment. The above procedures are (1) applicable only when budget and program design indicate that the Aide/TA position in question is to be ongoing into the next year, and (2) do not guarantee the Aide/TA any particular longevity in assignment.

11.0 Special Education Resources Notebook: Special Education Department chairs shall be provided with a copy of the a link to the electronic Special Education resource notebook containing all pertinent Division bulletins.

12.0 Increased Special Education Funding: The Parties will work collaboratively to accomplish the purpose of increased funding for special education students.

13.0 Workload/Caseload Committee for Health and Human Service and Special Education Itinerant Employees: A Workload/Caseload Taskforce will be comprised of an equal number of members up to five (5) members each appointed by the District and UTLA. The Taskforce will meet quarterly and will discuss, explore options and make recommendations on the following:

a. Review itinerant caseloads and workloads and make recommendations to make assignments more equitable. The taskforce shall take into account the available resources, effects of increasing/declining enrollment where applicable, needs of special education students and other target student populations and the number of students and sites to receive service.

b. Impact of direct vs. indirect services for students.

c. Recommendations and strategies to assist staff in making up lost services hours for students.

d. Strategies to better integrate/include students with disabilities into the general education program utilizing potentially available site-based resources.

e. Input for revising the evaluation system to better reflect the standards of the respective professions.

The Task Force members shall not have authority to engage in bargaining, or in agreements or joint reports/recommendations; the party representatives shall instead report back their own advisory opinions and recommendations to their respective bargaining teams.

14.0 Assessment: Upon request, special education teachers shall be given up to one (1) full release day per semester, at no loss of pay, to complete a federally mandated assessment for students in their class/caseload.

15.0 Special Education Class Size and Designated Instructional Services Caseloads for the 2019-2020 School Year*

<u>Type of Special Day Class</u>	<u>Class Size</u>
Autism – General Education Curriculum (AUT C)	10
Autism – Alternate Curriculum (AUT A)	8
Deaf and Hard of Hearing (DHH)	6 (thru 8 years) 8 (9 years and up)
Visually Impaired (VI)	6 (thru 8 years) 8 (9 years and up)
Preschool for All Learners (PALs)	10
Preschool Collaborative Classroom (PCC) Early Education Centers	10
Preschool Collaborative Class with Expanded Transitional Kindergarten (ETK/PCC)	10
Preschool Comprehensive Program (PSC)	8
Emotional Disturbance (ED)	8
Intellectual Disability Moderate (IDM)	12
Intellectual Disability Severe (IDS)	10
Multiple Disabilities (MD)	8
Specific Learning Disability (SLD)	12

<u>Designated Instruction and Services</u>	<u>Caseload</u>
Adaptive PE	<u>70 students</u>
Audiology	<u>80 students</u>
Deaf/Hard of Hearing	<u>35 students</u>
Language/Speech	<u>55 students</u>
Orientation and Mobility	<u>15 students</u>
Visually Impaired	<u>30 students</u>

* The parties agree to continue discussions on Special Education Class Size and Caseloads in conjunction with the anticipated restructuring of Special Education Services pursuant to Article XXII, Section 8.0.

(a) If optimum class norm is exceeded by two for a temporary period of time which exceeds one month, a referral may be made to the Area Coordinator, Special Education, who may contact the Assistant Associate Superintendent, Special Education, for assistance.

(b) Maximum age is to high school completion or to 22 years of age. Pupils who have not met their prescribed course of study or regular or differential proficiency standards may remain in school through age 21. Any pupil who becomes 22 while participating in a program may continue participation for the remainder of the then current school year.

(c) For designated instruction and services, if optimal caseloads are exceeded by two (2) for a period of time which exceeds one month, a referral may be made to the Workload/Caseload committee unless otherwise prohibited or inconsistent with applicable law or the Modified Consent Decree. The Committee may refer the issue to the Associate Superintendent for Special Education or the Executive Director for Student Health and Human Services.

TA as part of an
overall agreement.

J
PM
1-20-19

January 20, 2019

In addition to creating a working group led by the chapter chair or designee, LAUSD and UTLA agree to the following new Article relating to co-location issues:

NEW ARTICLE ____ - Charter Co-Location

- 1.0 When any charter school visit is conducted at a school for the purpose of examining the campus configuration for co-location, sometimes referred to as a "walk through," the site administrator will invite the UTLA chapter chair to participate.
- 2.0 By December 1st and February 1st of each school year, the District will provide UTLA with any completed "Proposition 39 Facilities Request" forms.
- 3.0 At each school with a co-located charter school, UTLA shall have the right to designate, pursuant to its procedures, one employee to serve as the co-location coordinator. Annually, UTLA shall provide to each site administrator the name of the UTLA co-location coordinator. A UTLA co-location coordinator shall be invited and allowed to participate in all co-location related trainings provided to co-location administrators.
- 4.0 The UTLA co-location coordinator shall be invited to all meetings relating to the development of campus Shared Use Agreement for schools identified for co-location for the following year. Upon completion or amendment of Shared Use Agreement, the site administrator will provide the co-location coordinator with a copy. ~~of the completed campus Shared Use Agreement.~~
- 5.0 At any school that is identified for co-location for the following year, the school's Safety Committee – which shall include the UTLA co-location coordinator – shall review school issues related to co-location, including:
 - (1) Ensuring that appropriate space for implementation of essential school programs.
 - (2) Providing input with respect to the Shared Use Agreement.
 - (3) Addressing concerns regarding the implementation of the Shared Use Agreement.
 - (4) Providing input to the Local School Leadership Council for decisions related to co-location.

1/29/19 12:13pm

**UTLA - LAUSD
2018-2020 MEMORANDUM OF UNDERSTANDING
FOR ADULT EDUCATION ASSIGNMENTS**

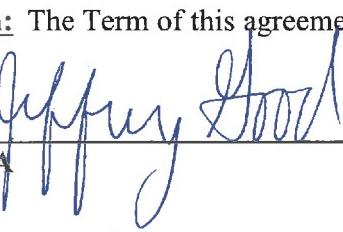
This Memorandum of Understanding (MOU) is to memorialize the intention of the Los Angeles Unified School District (District) and United Teachers Los Angeles (UTLA) to develop contract language to pilot a process of making assignments for teachers in the Division of Adult and Career Education (DACE).

1. **DACE Assignment Task Force:** The District and UTLA agree to form an assignment Task Force which shall be comprised of five (5) members from each party to create language to address assignments of Adult Education Teachers. The Task Force shall meet at least four (4) times between the period of September of 2018 through January of 2019.
2. **Included Items:** The Task Force shall capture in writing and address the following matters:
 - a. A process for establishing and posting a matrix of classes to be taught.
 - b. A process for requesting an assignment and making assignments after initial assignments have been made.
 - c. A dispute resolution procedure.
 - d. A timeline for the above referenced processes.
 - e. A system to prioritize employee requests for assignments.
3. **Implementation:** It is the parties' intention to pilot the new assignment process in May/June of 2019 for assignment of classes for the 2019-2020 school year at four (4) mutually agreed upon schools in the District. In order to facilitate this pilot, the parties shall make a good faith effort to conclude their negotiations by April 1, 2019.

The results of the 2019-2020 implementations shall inform the parties' negotiation teams which shall have the option to negotiate changes by February 1, 2020 for a District wide pilot in May/June of 2020.

The resulting negotiated pilot language shall be considered for inclusion in the parties' next reopeners and/or successor agreement.

4. **Grievance Procedures:** The grievance procedures of Article V of the UTLA-LAUSD Agreement shall be limited to failure to adhere to the timelines agreed by the parties in the pilot negotiations.
5. **Term:** The Term of this agreement shall be through June 30, 2020.



UTLA

1-26-19
DATE



LAUSD

1-21-19
DATE

12:13 pm 1/21/19

Memorandum of Understanding



Between

Los Angeles Unified School District

and

United Teachers Los Angeles

January 21, 2019

Adult Education, Early Education, ROP/ROC Salary Schedules

TA as part of an
overall agreement.

The parties agree to create a taskforce to examine and make recommendations regarding the salary schedules of Adult Education, Early Education, and ROP/ROC teachers. The committee shall study:

1. The current salary structures and salary amounts;
2. The levels of education, training, experience, years of service, and credentialing required for placement and advancement on the salary schedules;
3. Differences between and amongst Adult Education, Early Education and ROC/ROP teachers of similar education, training, experience, years of service, and credentialing; and
4. Differences between and amongst Adult Education, Early Education, ROC/ROP and pre-k-12 teachers of similar education, training, experience, years of service, and credentialing.

The committee shall be comprised of four members selected by the District and four members selected by UTLA. Upon request, the District and UTLA may bring in outside experts. The committee shall meet a minimum of three (3) times between March 1, 2019 and September 30, 2019. The committee shall submit recommendations regarding compensation to their respective bargaining parties no later than October 31, 2019.

JG

(PAS)

1/29/19 12:13 pm

TA as part of an
overall agreement

1/21/19

ADULT EDUCATION

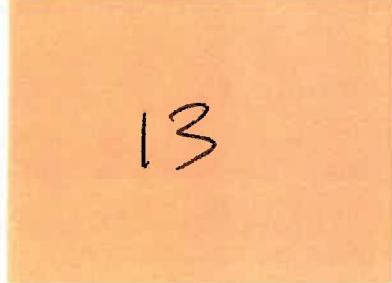
January 21, 2019

New Adult Education Pay Step (1.1% above Step 4)

Effective July 1, 2019, the parties shall establish an additional salary Step 5, 1.1% above Salary Step 4.

Step Advancing from Step "4" to Step "5"

The procedures for step advancing from step "4" to "5" will be same as the steps listed in advancement from step "3" to "4" with the requirement that the employee has been paid on the (THR) salary table for fifteen (15) years as described on the LAUSD website for Adult and Career Education Salary Table.



13

TA as part of an
overall agreement.

JG
PM
1-21-19
2:26 PM

Memorandum of Understanding
Between
Los Angeles Unified School District and United Teachers Los Angeles

Immigrant Student Support

The District agrees to the following:

1. Designate at least one attorney and necessary support staff to address immigration related concerns, and provide support to District personnel, students, and families, by identifying, and coordinating legal support from local organizations already doing this work.
2. Create and publicize a District wide hotline, with appropriate language support, to support students and families facing immigration related concerns.
3. To support such efforts through charitable giving, pursued in a collaborative manner with UTLA, such as, but not limited to the annual Sharing Brings Hope campaign, and/or other efforts pursued collaboratively.
 - a. Such dedicated resources shall continue until at least July 1, 2021, with the intent that collaboratively pursued charitable giving campaigns minimize or negate the impact to LAUSD general fund.
 - b. The District and UTLA shall meet regularly, and with mutually agreed community partners, to ensure collaboration in this effort. Should such charitable funding exceed District identified costs, these regular meetings shall include discussion of expanding efforts.
4. The District and UTLA commit to work collaboratively with the City of Los Angeles to identify resources to support the District's efforts to implement this MOU.

This is part of an overall agreement.

*JG
Pw
1-21-19*

**Memorandum of Understanding
Between
United Teachers Los Angeles and Los Angeles Unified School District
Pilot Program- Exemption from Administrative Searches**

Schools are faced with instances of violence, including the use of weapons on or adjacent to school campuses. The District strives to provide a safe environment for students to learn, explore and create, and for teachers and administration to be able to focus on teaching and providing students with these opportunities. The District school safety measures include random metal detector searches, locker searches and other measures under the settled principles of constitutional construction, which permits reasonable application of metal detectors in schools. Bulletin 5424.2 focuses on random searches, metal detector searches and locker searches.

As part of the District's efforts to ensure an effective learning environment by maintaining a safe and secure campus, secondary schools are authorized to implement random metal detector searches. These are administrative searches. This policy does not include searches conducted by law enforcement.

For the 2019-20 school year, schools may apply to be exempt from Administrative searches, i.e. "wanding," for the length of the MOU and fourteen (14) schools will be selected. This application may be sent from the Local School Leadership Council or similar governance council to their Local District review by March 15, 2019. The Local District shall submit the applications to District Operations for final approval.

For the 2020-21 school year, schools may apply to be exempt from Administrative searches, i.e. "wanding," and fourteen (14) additional schools will be selected. This application may be sent from the Local School Leadership or School Site Council to District Operations for review by March 15, 2020. The Local District shall submit the applications to District Operations for final approval.

The City of Los Angeles and the District shall work together to add services such as the LA City Gang Reduction and Youth Development (GRYD) programming to schools participating in the proposed "wanding" pilot program as well as select schools with traditional random searches. It is not the intention of both parties to add additional police presence as part of the programming on campuses.

The District may terminate a school's participation in this MOU, if it determines it is necessary to do so to preserve the safety of the students and staff at that school(s). Prior to making a final decision, the District will provide notice to the school that it is considering terminating the

*JG TA as part of an overall agreement,
RJD 1-20-19*

MEMORANDUM OF UNDERSTANDING

Between

Los Angeles Unified School District & United Teachers Los Angeles

January 20, 2019

COMMUNITY SCHOOLS

Consistent with LAUSD Board of Education Resolution 098-16/17 as approved on June 13, 2017, the parties agree to the following:

1. The Community Schools Steering Committee (CSSC), in collaboration with the Local Options Oversight Committee (LOOC) shall determine a process by which 30 schools in high need areas will apply to begin Community Schools transformation process.
2. By June 30, 2019, the CSSC, in collaboration with LOOC, shall designate 20 schools in high need areas to begin a Community Schools transformation process for the 2019-2020 school year.
3. For the 2019-2020 school year, the District shall allocate \$150,000 to each of the 20 schools designated for Community Schools transformation for full implementation during the 2020-2021 school year.
4. For the 2020-2021 school year, the District shall allocate \$250,000 to each of the 20 schools designated for a Community Schools transformation.
5. By June 30, 2020, the CSSC, in collaboration with LOOC, shall designate an additional 10 schools in high need areas to begin a Community Schools transformation process for the 2020-2021 school year.
6. For the 2020-2021 school year, the District shall allocate \$150,000 to each of the 10 schools designated for Community Schools transformation for full implementation during the 2021-2022 school year.
7. For the 2021-2022 school year, the District shall allocate \$250,000 to each of the 10 schools designated for a Community Schools transformation.
8. Each school designated for a Community Schools transformation shall be required to utilize part of the District 2019-2020 and 2020-2021 funding allocations to hire a Community Schools Coordinator.
9. The Community Schools Coordinator position shall be recognized as part of the certificated bargaining unit represented by United Teachers Los Angeles.
10. Any school that is designated a Community School transformation school shall be protected from reconstitution, new charter co-location, or renewed charter co-location, unless prohibited by law.
11. By June 30, 2021, the CSSC, in collaboration with LOOC, shall produce an assessment of the Community Schools transformation process at the initial 20 designated schools and provide recommendations.
12. The governing council of Community Schools shall be the Local School Leadership Council as defined in Article XXVII, with the following modifications (to replace Article XXVII, Sections 2.4-2.5):

must have identified the proposed action with sufficient particularity that the Council members could have, prior to the meeting, meaningfully consulted with all interested parties with respect to the specific action under consideration, as provided in Article XXVII, Section 2.4. The vote required shall be a majority of those committee members present at the meeting. With respect to procedures governing voting matters, Robert's Rules of Order shall be applicable to issues not addressed herein. The site administrator shall ensure that written minutes for all Local School Leadership Council meetings shall be made available to all staff and school community.

LAUSD

UTLA

Date

Date

J6 P
1-22-19
3:12 PM

TA as part
of an overall
agreement

**Memorandum of Understanding
Between
United Teachers Los Angeles and Los Angeles Unified School District
Pilot Program - Green Spaces**

The Los Angeles Unified School District shall create a Green Space Task Force that includes representatives from LAUSD, UTLA, and the City of Los Angeles. The task force shall be charged with creation of a plan to be presented to the Board of Education no later than December 1, 2019. The task force shall be tasked with creating a plan to increase green space, as defined in LAUSD's school design guide for all new projects (unless prohibited by law). The parties are in agreement that school greening projects enrich and strengthen our campus environments.

The District will work with UTLA, the City of Los Angeles, the County of Los Angeles, and appropriate nonprofit partners in an effort to create to the maximum extent possible, adequate green space for student physical activity.

In creating a task force plan, green space shall be studied in order of priority as follows:

- a. Schools without any existing green space and not located near parks
- b. Schools without any existing green space
- c. Schools with small amounts of green space and communities with limited to no access to parks and recreation

LAUSD shall enter into any and all agreements with the City of Los Angeles, County of Los Angeles, and/or State of California (as permitted by law) necessary to secure funding from available sources, such as Proposition K (LA City parks measure), Proposition A (LA County parks measure), Proposition W (LA County stormwater measure) to create the above green space consistent with any plan adopted by the Board of Education.

The Facilities Services Division shall continue with the goals as listed in the Strategic Execution Plan that involves the removal of unused bungalows.

LAUSD staff shall report to the Board of Education annually on the progress towards creating green space as well as compliance with the Rodriguez Consent Decree.